Mt. Shasta City Council Regular Meeting Agenda

Monday, May 22, 2023, 5:30 p.m.

This meeting will be presented in a hybrid format and can be attended in two ways: In-Person at the Mt. Shasta City Park Upper Lodge, 1315 Nixon Rd. Mt. Shasta, CA OR

Online at the following link:

MountShasta.22Ave.tv

For the safety of our staff, the council, and public, we are no longer allowing members of the audience to carry large bags, backpacks, or other items outside of small personal items such as purses or satchels. Only service animals are allowed inside council chambers; nonservice pets are not allowed under any circumstances. Violators will be asked to remove the bag and/or animal, and refusal to do so will be cause for removal from the meeting.

"Our mission is to maintain the character of our "small town" community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence."

Page	Item STANDING AGENDA ITEMS						
	Call to Order and Flag Salute						
	2. Roll call						
	3. Special Presentations: None						
	4. Public Comment: This time is set aside for citizens to address the City Council on matters listed on the Consent Agenda as well as other items not included on the Regular Agenda. If your comments concern an agenda item noted on the regular agenda, please address the Council when that item is open for public comment. Each speaker is allocated three (3) minutes to speak. Speakers may not cede their time. Comments should be limited to matters within the jurisdiction of the City. Council discussion or action cannot be taken on items not listed on the agenda other than to receive comments. If you have documents to present to members of Council, please provide a minimum of seven (7) copies to the Deputy City Clerk. Email Comments may be submitted to the City Clerk's Office (kjoyce@mtshastaca.gov). Items received no later than 12:00 pm on the day of the meeting will be provided to the City Council prior to the meeting. These items will NOT be read into the record.						
	5. Council and Staff Comments						
	6. Committee Updates:						
	a) Downtown Enhancement Advisory Committee						
	b) Library Tax Advisory Committee						
	c) Beautification Committee						
	d) Active Transportation Committee						

	CITY COUNCIL BUSINESS
Page 5-47	7. Consent Agenda – The City Manager recommends approval of the following Consent Agenda items. All Resolutions and Ordinances on this agenda, or added hereto, shall be introduced or adopted, as applicable, by title only, and the full reading thereof is hereby waived.
	 a. Approval of Minutes: May 8, 2023 Regular City Council Meeting b. Approval of Disbursements: Accounts Payable 5/4 and 5/10/2023; Total Gross Payroll and Taxes: For Period Ending 5/18/2023 c. Second Reading and Adoption of Ordinance CCO-23-XX, Chapter 19.03 of the Mt. Shasta Municipal Code, Parklet Dining d. Second Reading and Adoption of CCO-23-XX, Amending Mt. Shasta Municipal Code Section 6.04: Garbage, Refuse, and Solid Waste e. Second Reading and Adoption of CCO-23-XX, Amending Mt. Shasta Municipal Code Section 12.08: Repair and Maintenance of Sidewalks f. Recommendation of Award: Oak Street Area Water System Improvements Project, Resolution CCR-23-XX g. City Manager's Report May 10, 2023 h. Resolution CCR-23-XX Approving a Change to the Date of Downtown Enhancement Advisory Committee Meetings i. Monthly Investment Report April 2023
Page 48-111	8. Mt. Shasta 2023-2031 Housing Element Public Review Draft Background: The City of Mt. Shasta City Manager and Planwest Partners, Inc. (City consultant) completed the draft Housing Element for 6 th update cycle. Every eight years, each California city and county must update the Housing Element of their General Plan and have it certified by the California Department of Housing and Community Development (HCD). The 2023-2031 City of Mt. Shasta Draft Housing Element draft contains public input on housing needs, state mandated analysis on housing constraints and Affirmatively Furthering Fair Housing (AFFH) issues, and recommended goals, policies and programs related to housing in the City of Mt. Shasta. On May 16, 2023, the Planning Commission held a second public meeting for the review of the revised Public Review Draft Housing Element. At the May 16 th meeting, Planning Commissioners and a member of the public provided input for additional clarifying revisions to the document. The Planning Commission voted unanimously to recommend that the City Council authorize that the 2023-2031 Housing Element Update Public Review Draft be submitted to the Department of Housing and Community Development (HCD) for review pursuant to Government Code Section 65585(b). Report By: Todd Juhasz, City Manager; Michelle Nielsen and Vanessa Blodgett, Planwest Partners Recommended Council Action: Authorize the City Manager to transmit a copy of the Draft 2023-2031 Housing Element to the California Department of Housing and Community Development (HCD) for the 90-day review pursuant to Government Code Section 65585(b).

Page	9. 2023-2024 Proposed Operating Budget General Fund							
112-124	<u>Background:</u> Staff will present the proposed General Fund operating budget, authorized positions, and appropriations limits for fiscal year 2023/2024. <u>Report By:</u> Muriel Terrell, Finance Director <u>Recommended Council Action</u> : Staff respectfully requests Council review and discuss the Proposed Operating Budget General Fund for fiscal year 2023-2024 and adopt CCR-23-XX, Establishing an Appropriations Limit for Fiscal Year 2023-2024.							
Page 125-127	10. First Reading of Ordinance CCO-23-XX, Amending Chapter 10.44.080 of the Municipal Code to Prohibit Parking During Certain Hours at the Sisson Youth Baseball Field Parking Lot							
	Background: The parking lot located at the Sisson Youth Baseball park was intended to be utilized for short-term parking for citizens to enjoy youth sports. Further, the parking lot has been designated as an authorized snow parking for the citizens of Mount Shasta. However, the parking area has seen a great increase in the number of long-term parking and abandoned or inoperative vehicles. This increase has created a situation where there is not enough parking for parents and participants in youth sports to park during sporting events. The amendment would make the parking lot a time restricted area where there would be no parking allowed between the time of 10 P.M. and 6 A.M. daily with some exceptions. Report By: Robert Gibson, Chief of Police Recommended Council Action: Approve first reading of CCO-23-XX by title only and move it to a second reading and adoption.							
	CITY COUNCIL/STAFF REPORTING PERIOD							
	11. Reports Re: Outside Meetings: None							
	12. Future Agenda Items and Meetings (Appearing on the agenda within 60-90 days):							
	 a. Budget – 6/2023 b. Amendments to the City of Mt. Shasta SB 2 Planning Grants Program Funds – 6/2023 c. Resolution Calling for Consolidation of the Election – 6/26/2023 d. Resolution Requesting a Local Measure be Placed on the Ballot – 7/2023 e. Vacation of Field Street – TBD f. Discussion and Possible Action: McCloud Avenue Parking Prohibition – TBD g. City Newsletter - TBD 							
	Future Agenda Items Over 90 Days: f. Discussion and Possible Action: Review of Chapter 13.95 Extraction and Exportation of Groundwater from the City of Mt. Shasta							

13. Adjourn

I, Kathryn Joyce, declare under penalty of perjury that this agenda has been posted at least 72 hours in advance at the Mt. Shasta City Hall, 305 N. Mt. Shasta Blvd, Mt. Shasta, CA, in the glass case and on the City website at www.mtshastaca.gov. Agendas and packets shall be made available at least 72 hours in advance of regular meetings and 24 hours in advance of special meetings on the City's web site. Any writings or documents pertaining to an open session item provided to a majority of the City Council less than 72 hours prior to the meeting shall be made available on the City's web site www.mtshastaca.gov.

Availability of Public Records: All public records related to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at City Hall located at 305 North Mt. Shasta Blvd.

The City of Mt. Shasta does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services. In compliance with the Americans with Disabilities Act, if you need special assistance, a disability-related modification or accommodation, agenda materials in an alternative format, or auxiliary aids to participate in this meeting, please contact the Office of the City Clerk at 530-326-7516 or kjoyce@mtshastaca.gov as soon as possible. Providing at least 72 hours' notice will help ensure that reasonable arrangements can be made.

Mt. Shasta City Council Regular Meeting DRAFT Minutes

Monday, May 8, 2023; 5:30 p.m.

City Park Upper Lodge 1315 Nixon Road, Mt. Shasta Meeting allowed for virtual attendance via ZOOM

"Our mission is to maintain the character of our "small town" community while striking an appropriate balance between economic development and preservation of our quality of life. We help create a dynamic and vital City by providing quality, cost-effective municipal services and by forming partnerships with residents and organizations in the constant pursuit of excellence."

STANDING AGENDA ITEMS

1. Call to Order and Flag Salute: At the hour of 5:32 p.m. Mayor Clure called the meeting to order and led the audience in the flag salute.

2. Roll Call:

Council Members Present: Clure, Collings, Redmond, Stackfleth

Council Members Absent: Stearns

3. Special Presentations: None

4. Public Comment:

<u>David Ream</u> – Comments regarding previous Council meeting, illegal parking and police department response, complaints about unequal treatment.

<u>Tara Shuttleworth</u> – Comments regarding art walk in Mt. Shasta.

5. Council and Staff Comments:

<u>Todd Juhasz, City Manager</u> – Update on Enhanced Infrastructure Financing District creation process and discussions with the County Board of Supervisors. Update on old hospital and receivership process, potential next steps.

<u>Robert Gibson, Chief of Police</u> – Comments regarding National Police Officer Memorial Week, line of duty death statistics.

<u>John Stackfleth, Mayor Pro Tem</u> – Questions regarding public works projects certificates of completion.

Tessa Clure, Mayor – Comments regarding fire department training.

6. Committee Updates:

- a) Downtown Enhancement Advisory Committee
- b) Library Tax Advisory Committee
- c) Beautification Committee
- d) Active Transportation Committee

<u>Todd Juhasz, City Manager</u> – Review of Downtown Enhancement Advisory Committee activities.

CITY COUNCIL BUSINESS

7. Consent Agenda:

<u>COUNCIL ACTION:</u> Approved the following Consent Agenda items. All Resolutions and Ordinances on this agenda, or added hereto, shall be introduced or adopted, as applicable, by title only, and the full reading thereof

is hereby waived.

- a. Approval of Minutes: April 24, 2023 Regular City Council Meeting
- b. Approval of Disbursements: Accounts Payable 4/25/2023; Total Gross Payroll and Taxes: For Periods Ending 4/16 and 4/30/2023
- c. Monthly Police Department Report: April 2023

MOTION TO APPROVE: Stackfleth

SECOND: Redmond

AYES: Redmond, Collings, Stackfleth, Clure

NOES: None ABSENT: Stearns ABSTAIN: None

8. First Reading of Ordinance CCO-23-XX, Chapter 19.03 of the Mt. Shasta Municipal Code, Parklet Dining <u>Todd Juhasz, City Manager</u> – Review of proposed ordinance, second first reading due to changes to the draft. No public comment.

<u>COUNCIL ACTION</u>: Approve the first reading of Ordinance CCO-23-XX, Chapter 19.03 of the Mt. Shasta Municipal Code, Parklet Dining, by title only, and move it to a second reading and adoption.

MOTION TO APPROVE: Stackfleth

SECOND: Redmond

AYES: Redmond, Collings, Stackfleth, Clure

NOES: None ABSENT: Stearns ABSTAIN: None

9. First reading of CCO-23-XX, Amending Mt. Shasta Municipal Code Section 6.04: Garbage, Refuse, and Solid Waste

Robert Gibson, Chief of Police – Review of proposed ordinance, amendment to the Municipal Code.

<u>Tara Shuttlesworth</u> – Comments regarding transient utilization of trash cans, suggestions for developing partnerships.

<u>COUNCIL ACTION:</u> Approve the first reading of CCO-23-XX amending Mt. Shasta Municipal Code Section 6.04, by title only, and to move it to a second reading.

MOTION TO APPROVE: Stackfleth

SECOND: Redmond

AYES: Redmond, Collings, Stackfleth, Clure

NOES: None ABSENT: Stearns ABSTAIN: None

10. First Reading of CCO-23-XX, Amending Mt. Shasta Municipal Code Section 12.08: Repair and Maintenance of Sidewalks

<u>Robert Gibson, Chief of Police</u> – Review of proposed ordinance amendments regarding repair and maintenance of sidewalks. Review of timelines, State law, hearing and appeal process, potential fines.

Todd Juhasz, City Manager – Review of State law versus proposed amendments to City Code.

Clarifying questions from Council and discussion.

<u>Tara Shuttlesworth</u> – Comments regarding snow removal.

<u>Johanna Altorfer</u> – Comments regarding snow, repair timelines. Concern about fines and penalties, proposed ordinance language. Request for further review.

TR Black – Questions and comments regarding City planted trees and damaged sidewalks.

Council discussion.

<u>COUNCIL ACTION:</u> Approve the first reading of CCO-23-XX amending Mount Shasta Municipal Code Section 12.08, by title only, and to move it to a second reading.

City of Mt. Shasta Regular City Council Meeting Minutes

Monday, May 8, 2023

Page 3 of 3

MOTION TO APPROVE: Stackfleth

SECOND: Redmond

AYES: Redmond, Collings, Stackfleth, Clure

NOES: None ABSENT: Stearns ABSTAIN: None

11. Approval of New Police Officer position Funded with Proposition 64 Grant Funds

Robert Gibson, Chief of Police - Review of staff report, grant award, required Council approval.

Clarifying questions from Council.

No public comment.

<u>COUNCIL ACTION:</u> Approve CCR-23-11, the authorization of a seventh officer position as required by Proposition 64 Cohort 3 grant award.

MOTION TO APPROVE: Stackfleth

SECOND: Redmond

AYES: Redmond, Collings, Stackfleth, Clure

NOES: None ABSENT: Stearns ABSTAIN: None

12. Reports Re: Outside Meetings:

<u>John Stackfleth, Mayor Pro Tem</u> – Update on Colliers Interpretive & Information Center meeting. Review of Library Expansion Committee meeting.

13. Future Agenda Items (Appearing on the agenda within 60-90 days):

COUNCIL ACTION: Reviewed items a through e. Added future discussion item: City newsletter.

- a. Housing Element 5/22/2023
- b. Budget 5/22/2023
- c. Vacation of Field Street TBD
- d. Discussion and Possible Action: McCloud Avenue Parking Prohibition TBD

Future Agenda Items Over 90 Days:

- e. Discussion and Possible Action: Review of Chapter 13.95 Extraction and Exportation of Groundwater from the City of Mt. Shasta
- 14. Adjourn: There being no further business, the meeting was adjourned at 6:32 p.m.

Respectfully Submitted By: Kathryn M. Joyce, Administrative Assistant/Deputy City Clerk

City Council Agenda Item #7b

Staff Report

Meeting Date: May 22, 2023

To: Mayor and City Council

From: Muriel Howarth Terrell, Finance Director

Subject: Approval of Warrants and Payroll

	Regular
Х	Consent
	Closed
	Presentation

Recommendation:

Staff requests the Mayor and City Council Approve warrants paid including payroll benefits and withholding, and payroll distribution, in the amount of \$749,200.83.

Background & Summary:

Approval of Check Numbers 50359-50451	\$ 669,757.29
Total Payroll Distribution	\$ 79,443.54
Total EFTPS – CalPERS, Nationwide	\$ -0-
Total Payroll EFTPS Taxes	\$ -0-
	\$ 749.200.83

Financial Impact:

Expenditures are consistent with the Budget that the City Council has adopted.

Attachments:

- 1.) Check Registers 5/4/23, 5/10/23
- 2.) ACH Payroll Distribution 5/18/23
- 3.) EFTPS Reports -

Fiscal Year 2022-2023

Date:

05/04/2023

Time:

9:27 am

y of Mt. Shasta	BANK: TRI COUNTIES BANK

City of Mt. 8	Shasta				BAN	IK: TRI COUNTIES BANK	Page:	9.27 am
Check Number	Check	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COU	NTIES BA	NK Checks						
50359	05/04/23	Printed			10229	AMAZON CAPITAL SERVICES	Office Supplies- Finance	9.45
50360	05/04/23	Printed			11156	YOLANDE DIEDRE BELL	Library cleaning Apr 19	240.60
50361	05/04/23	Printed			11280	BORGES & MAHONEY	WWTP supplies	803.82
50362	05/04/23				12115	CABITTOS SMALL ENGINE REPAIR	Snow Blower Belt for C1	133.96
50363	05/04/23	Printed			12213	CAL-ORE COMMUNICATIONS	Apr 23 phone & internet serv	1,546.83
50364	05/04/23				12551	CITY OF MT SHASTA	May 23 Library Utilities	75.59
50365	05/04/23				12579	CLARK BROTHERS INC	State Mandated WWTP Proj	222,850.00
50366	05/04/23		,		12640	COLONIAL LIFE & ACCIDENT INSUR	May 23 life/accident insurance	372.34
50367	05/04/23	Printed			12842	CROWN MOTORS	Parts - FD #1651	426.03
50368	05/04/23				13071	DELTA HEALTH SYSTEMS	May 23 health insurance	35,974.00
50369	05/04/23				13140	DEPT OF JUSTICE BUREAU OF	Conc Weap Permit Renewal April 2023	104.00
50370	05/04/23	Printed			13200	DEPT. OF TRANSPORTATION	Jan-Mar 23 St Lite Electricity	415.92
50371	05/04/23				14140	DON ERICKSON OIL INC	City Hall heating oil	892.38
50372	05/04/23				14172	ERMA	Self Insured Retention	145.00
							E-SCORE-2017-063	
50373	05/04/23	Printed			15010	FASTENAL COMPANY	Parts PW #24	165,61
50374	05/04/23	Printed			15020	FEDERAL EXPRESS	April 22 WWTP shipping charges	204.68
50375	05/04/23	Printed			15044	FERGUSON ENTERPRISES LLC #3326	Water system maint supplies	1,207.43
50376	05/04/23				15033	FERGUSON ENTERPRISES LLC 3325	Water system maint supplies	675.15
50377	05/04/23				15043	GAIL FERRARIS SPILMAN	Refund of overpayment to WASS-450-00	654.00
50378	05/04/23				16030	GATEHOUSE MEDIA CALIFORNIA	Proof of Pub- Public Meeting	1,482.00
50379	05/04/23				16032	GCS ENVIRONMENTAL EQUIF		204.82
50380	05/04/23				34040	GOLD NUGGET PRINTING	Receipt Form - GS-202-3	608.29
50381	05/04/23	Printed			16140	GRAINGER INC	Heater-WWTP	1,047.80
50382	05/04/23				16180	GREAT NORTHERN CORPORATION	Mar 23 20-CDBG-CV2-3-00106	87,685.45
50383	05/04/23				20003	JONES CARPET CLEANING &	·	800.00
50384	05/04/23				21090	LEHR AUTO ELECTRIC	Seat Belt Retractor- PD #18	723.39
50385	05/04/23	Printed			22071	MENDES SUPPLY COMPANY	City Hall- paper towels	198.29
50386	05/04/23	Printed			22133	MEYERS POLICE K-9 TRAINING LLC	Apr 23 K-9 training	700.00
50387	05/04/23				22962	NATIONAL BAND & TAG COMPANY	Dog License Tags	119.3
50388	05/04/23	Printed			23054	NORTHSTAR CHEMICAL INC	WWTP chemicals	1,446.41
50389	05/04/23				11140	PACE ANALYTICAL SERVICES LLC	Water lab services	301.54
50390	05/04/23				25020	PACE ENGINEERING INC	Oct 22 State-Mandated WWTP Imp	1,100.00
50391	05/04/23				25058	PACIFIC ECORISK	NPDES Chronic Toxicity Testing WWTP	1,005.08
50392	05/04/23	Printed	•		25080	PACIFIC POWER & LIGHT	Apr 23 Wash & Rock Pumps	11,017.3
50393	05/04/23	Printed			25160	POSTMASTER	Bulk mail permit reimbursement	1,800.00
50394	05/04/23	Printed			25550	KYLAN QUICK	Reimbursement- COVID Test	25.79
50395	05/04/23	Printed			27121	ROLL N ROCK CONSTRUCTION INC	Fuels mitigation project brush removal	20,725.00
50396	05/04/23				28823	SHASTA VORTEX ADVENTURES	Microenterprise Assistance Grant Program payment #2	1,771.26
50397	05/04/23				28340	SISKIYOU COUNTY AUDITOR	·	665.00
50398	05/04/23				28372	SISKIYOU COUNTY ECONOMIC	Jan-Feb 23 Economic Dev EDA Grant	4,988.80
50399	05/04/23				11380	SJ DENHAM-MT. SHASTA	PD 295 parts	643.96
50400	05/04/23				28594	SMITH BUILDING SERVICES	Apr 23 Building Inspector serv	3,387.78
50401	05/04/23				32060	SOLANOS INC	April 23 misc supplies	979.17
50402	05/04/23				28637	SONSRAY MACHINERY	PW 23 parts	3,695.10
50403	05/04/23				29169	STATEWIDE TRAFFIC SAFETY &	Sign	2,797.02
50404	05/04/23 M		y Council R	egular Mee	28815 ting May 22,	STERLING HEALTH 2023ADMINISTRATION	5/4/2023 HSA Deductions	1,290.00 9

Fiscal Year 2022-2023

Dale:

05/04/2023

Time:	9:27 am
Page:	2

ರity of Mt.	Shasta				BANK	: TRI COUNTIES BANK	Page:	2
Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COU	INTIES BA	NK Checks	3					
50405	05/04/23	Printed		_	22961	TORUS NETWORK	Microenterprise grant program payment #5 final	1,449.68
50406	05/04/23	Printed			30004	U.S. BANK EQUIPMENT FINANCE	May 23 pd copier maintenance	191.66
50407	05/04/23	Printed			28857	USA WASTE OF CALIFORNIA	A April 23 bin rental fees	4 ,475.00
50408	05/04/23	Printed			28857	USA WASTE OF CALIFORNI.	A April 23 solid waste services	104,055.33
50409	05/04/23	Printed			32195	WHOLE BODY RADIANCE	Microenterprise grant program payment #4 final	4,552.47
					Total Checks:	51 Che	ecks Total (excluding void checks):	532,829.47
				То	tal Payments:	51 E	Bank Total (excluding void checks):	532,829.47
-				Ta	tal Payments:	51 G	rand Total (excluding void checks):	532,829.47

Fiscal Year 2022-2023

Date:

05/10/2023

1

10:24 am

Time: Page:

City of	Μl.	Shasta	
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BANK: TRI COUNTIES BANK

Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description	Amount
TRI COU	INTIES BA	NK Checks						
50410	05/10/23	Printed	-		10229	AMAZON CAPITAL SERVICES	Office Supplies	16.11
50411	05/10/23	Printed			10338	APEX TECHNOLOGY MANAGEMENT	May 23 IT Services	6,130.00
50412	05/10/23	Printed			10373	ARAMARK	Apr 23 CH,PD,FD linen serv	466.02
50413	05/10/23	Printed			25050	AT&T	Apr 23 phone & fax service	476.97
50414	05/10/23	Printed			11156	YOLANDE DIEDRE BELL	Library cleaning May 2	120.30
50415	05/10/23	Printed			11252	BLUE STAR GAS	Propane - Pine Street Fire Hall	1,142.49
50416	05/10/23	Printed			11328	BOYS & GIRLS CLUB OF GREATER	Prop 64 reimbursement Oct 22- Dec 22	39,805.00
50417	05/10/23	Printed			12200	CALIFORNIA SAFETY COMPANY	May 23 WWTP alarm service	171.50
50418	05/10/23	Printed			12820	CROSS PETROLEUM	Apr 23 fuel & heating oil	470.33
50419	05/10/23	Printed			20008	TODD JUHASZ	Reimbursement for Mileage	122.49
50420	05/10/23	Printed			22300	MT. SHASTA RECREATION 8 PARKS	Apr 23 building rental	600.00
50421	05/10/23	Printed			22370	MUNIMETRIX SYSTEMS CORP.	Apr 23 Image Silo software	39.99
50422	05/10/23	Printed			28120	NAPA AUTO PARTS	Apr 23 equipment parts	10,219.78
50423	05/10/23	Printed			23023	NATIVE GROUNDS NURSEF	Y Beautification plants	3,280.73
50424	05/10/23	Printed			23067	NORCO INC	Oxygen- Shop	43.58
50425	05/10/23	Printed			23054	NORTHSTAR CHEMICAL INC	WWTP chemicals	37,960.62
50426	05/10/23	Printed			24033	OREILLY AUTOMOTIVE INC	Apr 23 equipment parts	78.18
50427	05/10/23	3 Printed			11140	PACE ANALYTICAL SERVICES LLC	Water lab services	1,249.86
50428	05/10/23	Printed			32153	PACE SUPPLY CORP	Building Maint	64.19
50429	05/10/23	3 Printed			25081	PACIFIC POWER	May 23 Ev Mem Flash	66.22
50430	05/10/23	Printed			25208	KEVIN PUCKETT	Credit Balance Refund BIRC-600-05	6.66
50431	05/10/23	3 Printed			27000	RAMSHAW'S ACE HARDWARE INC	Apr 23 misc supplies	179.36
50432	05/10/23	Printed			28800	STATE WATER RESOURCES	License renewal -Montagne	150.00
50433	05/10/23	3 Printed			29148	DAVID TORRES	2022-23 Work Clothing Reimb	86.84
50434	05/10/23	3 Printed			30069	US BANK CORPORATE PAYMENT SYS	Apr 23 credit card charges	12,899.91
50435	05/10/23	3 Printed			31023	VALLEY PACIFIC PETROLEUM	Apr 23 fuel - Fire	836.62
50436	05/10/23	3 Printed			31024	VALLEY PACIFIC PETROLEUM	Arp 23 fuel & heating oil	7,879.07
					Total Checks:	27 Che	cks Total (excluding void checks):	124,562.82
				To	otal Payments:	27 B	ank Total (excluding void checks):	124,562.82

Total Payments: 27

124,562.82

Grand Total (excluding void checks):

Date:

05/10/2023

Time: Page: 1:41 pm

City of Mt.	Shasta				BAN	K: TRI COUNTIËS BANK		Page:	1_
Check Number	Check Date	Status	Void/Stop Date	Reconcile Date	Vendor Number	Vendor Name	Check Description		Amount
TRI COU	INTIES BA	NK Checks	-						
50437	05/10/23	Printed			12213	CAL-ORE COMMUNICATION	S COVID SUBSISTENCE		327.64
50438	05/10/23	Printed			12238	CAMPORA PROPANE SERVICE	COVID SUBSISTENCE		341.99
50439	05/10/23	Printed			12520	CITY OF DUNSMUIR	COVID SUBSISTENCE		111.52
50440	05/10/23	Printed			12540	CITY OF MONTAGUE	COVID SUBSISTENCE		193.97
50441	05/10/23	Printed			12551	CITY OF MT SHASTA	COVID SUBSISTENCE		68.33
50442	05/10/23				12558	CITY OF TULELAKE	COVID SUBSISTENCE		512.16
50443	05/10/23	Printed			12580	CITY OF YREKA	COVID SUBSISTENCE		349.83
50444	05/10/23	Printed			12820	CROSS PETROLEUM	COVID SUBSISTENCE		475.01
50445	05/10/23	Printed			14140	DON ERICKSON OIL INC	COVID SUBSISTENCE		435,68
50446	05/10/23	Printed			13982	ED STAUB & SONS PETROLEUM	COVID SUBSISTENCE		483.27
50447	05/10/23	Printed			22146	MEAN GENE'S GAS, INC	COVID SUBSISTENCE		1,355.46
50448	05/10/23	Printed			25080	PACIFIC POWER & LIGHT	COVID SUBSISTENCE		5,526.98
50449	05/10/23	Printed			28946	SISKIYOU TELEPHONE CO	COVID SUBSISTENCE		212.77
50450	05/10/23	Printed			29160	TOWN OF FORT JONES	COVID SUBSISTENCE		1,362.00
50451	05/10/23	Printed			31051	VYVE	COVID SUBSISTENCE		608.39
					Total Checks	: 15 Ch	ecks Total (excluding void check	s):	12,365.00

Total Payments: 15

Bank Total (excluding void checks):

12,365.00

Total Payments: 15

Grand Total (excluding void checks):

12,365.00

Muriel Terrell

From:

Tri Counties Bank <tricounties@olbanking.com>

Sent:

Wednesday, May 17, 2023 1:05 PM

To:

Muriel Terrell

Subject:

Tri Counties Bank - ACH Payment Status Change Notification

ACH Notification

×

Report Date/Time 05/17/23 13:05:09 PDT

This transaction has been successfully completed.

Transaction Number: ACH-00864449

ACH Company: City Mt Shasta

Company Entry Description: ACHTRANS

Payment Date: 05/18/2023 Total Credits: \$79,443.54 (42)

Total Debits: \$0.00 (0) Status: Completed

Agenda Item #7c

Staff Report

Meeting Date: May 22nd, 2023

To: City Council

From: City Manager

Subject: First Reading: Parklet/Outdoor Dining Ordinance

	Regular
X	Consent
	Closed
	Presentation

Recommended Action:

Motion to approve the first reading of CCO-23-XX, which establishes a Parklet/Outdoor Dining Ordinance for the City of Mt Shasta, by title only.

Background:

In May of 2017 a City Council resolution was approved for an on-street pilot parklet program which was in effect for a period of five months. The intent of this initial program was to allow businesses the opportunity to construct, operate, and maintain outdoor parklets, and allow the City the opportunity to evaluate how well the Parklet Program worked and then, establish objective criteria for the development of a permanent ordinance, if desired by Council.

As business started opening back up from the pandemic closure, City Council members expressed interest in assisting businesses, specifically restaurants, in allowing them to participate in the parklet program. Two parklets were opened with encroachment permits, under guidelines provided by the City for construction and operation.

Within the last year, Council has expressed the desire to develop and adopt a permanent Parklet/Outdoor Dining Ordinance, with more explicit design guidelines for outdoor dining structures in order to ensure the safe flow of traffic, to protect pedestrians, and to ensure that Public Works is able to maintain the right of way. The draft version of the Ordinance under review was written in an attempt to better define the design parameters that encapsulate the aforementioned issues.

The draft ordinance was reviewed by Council on April 24th. Comments were noted and have been incorporated into the draft to be discused at the May 8th City Council meeting.

ORDINANCE CCO-23-XX

AN ORDINANCE OF THE CITY OF MT. SHASTA ADDING CHAPTER 19.03 TO THE MUNICIPAL CODE DEALING WITH PARKLET DINING

The City Council of the City of Mt. Shasta does hereby ordain as follows:

Chapter 19.03

Parklet Dining

19.03.010 Purpose.

The purpose of this chapter is to provide the conditions and requirements under which businesses may be allowed to construct, operate, and maintain outdoor Parklets within the City.

19.03.020 **Definitions**.

- (A) "Parklet" means a temporary, non-permanent platform constructed within the traveled portion of right-of-way that replaces one or more parallel, perpendicular, or diagonal parking space(s) and all associated furnishings. A platform may be built to bring the grade of the sidewalk out into the street. Once the platform is installed, furnishings such as tables, chairs, benches, bike parking, and/or landscaping may be placed on the platform.
- (B) "Sidewalk Café" means outdoor dining, with all associated furnishings, located on a public sidewalk immediately adjacent to and abutting the indoor restaurant which operates the café.
- (C) "On Street Dining" means a parklet located within the parking lane of a public street immediately adjacent to the indoor restaurant which operates the dining area.
- (D) "Temporary Street Closures" means the closure of part or all of the travel lane(s) of a public street adjacent to participating businesses for a limited period of time.
- (E) "Private Parking Lot Extension" means the extension of a business' operations into a private parking lot adjacent to the business operating the extension.
- (F) "Fixture" means any object permanently attached to a property by way of bolts, screws, nails, glue, cement, or other means.

19.03.030 Limitations.

A. Eligible Areas:

Areas adjacent to commercially zoned properties within the City limits of Mt. Shasta on the East and West sides of South Mt. Shasta Blvd from Sisson Street to Lake Street, continuing from Lake Street North to Alma Street. Additionally, Parklets will be allowed adjacent to Commercially zoned properties on the East and West sides of Chestnut Street from Mt. Shasta Blvd to Alma Street and Castle Street between Alder and Maple.

B. Location Limitations

No Parklet shall be approved within one parking space's distance (15') from a corner or intersection unless a protective bollard or another similar feature is installed and approved by the City.

The Parklet Program limits the number of allowed Parklets within specified area as follows:

- 1. South Mt Shasta Boulevard: From Sisson Street to the intersection with Lake Street; two Parklets per City block on either side of the street
- 2. North Mt Shasta Boulevard: From the intersection with Lake Street to the intersection with Alma Street; five Parklets per City block on either side of the street
- 3. Chestnut Street: From the intersection with South Mt Shasta Boulevard to Alma Street; five parklets per City block on either side of the street

C. Traffic Limitations

- 1. Parklets may be permitted on active public streets with a speed limit of 25 miles per hour or less.
- 2. Parklets must be at least 15 feet from any street corner or intersection, and 15 feet from any active driveway connection, unless it is determined by the City that a lesser setback will provide the appropriate visibility for drivers exiting and entering the driveway.
- 3. Traffic barriers are required when the edge of a parklet is exposed to oncoming traffic and is not protected by an adjacent parking stall.

D. Utilities and Public Safety

- 1. Parklets must be placed to maintain access to all surface utilities such as sewer manholes, water meter boxes, water valve covers, and underground vaults at all times.
- 2. Parklets must provide at least 7.5 feet of clear access to all fire hydrants and Fire Department connections.
- 3. Prior to Planning Commission Approval, the Public Works Director and/or City Engineer must evaluate the traffic conditions altered by the construction of the Parklet. Once approved, the applicant must apply for an encroachment permit and provide proof of insurance consistent with City requirements.

19.03.040 Application Procedure.

Businesses located within designated areas may apply for a Parklet Permit and an Encroachment Permit following the review and approval by the City Planning Commission. Applications shall be submitted to the City Planning Department and shall contain, at a minimum, the following information:

- A. A brief description that includes the name of the business, a description of the proposed Parklet, and the number of seats.
- B. Initial site plan showing the proposed outdoor Parklet space drawn to scale including sidewalk clearance requirements, elevations, furniture, and handicap access.
- C. Final construction documents that show parklet location and elevations from all sides, sections or cut-through drawings of the design, and construction details for the assembly.
- D. Submission of color photos, renderings, and materials to be used in the construction of the Parklet with specific detail on the materials to be used in the Parklet barriers.
- E. Encroachment, Parklet Permit Applications, proof of insurance naming the City as additionally insured at an amount consistent with City policy.
- F. Submission of letters of support from property owners adjacent to and fronting the proposed Parklet project. At a minimum, applicant should submit copies of correspondence demonstrating that property owners have been notified.

19.03.050 Permit Duration.

Parklet Permits and Encroachment permits will be issued for a 12-month period and must be renewed annually. The City may deny the extension of the permit if existing conditions change or are confirmed to be imminently scheduled to change in the general area and the parklet is no longer able to meet the published requirements when requesting renewal. Permits may also be denied if the applicant is found to be consistently non-compliant with any element of their permit. Permits are non-transferrable without written consent from the City.

19.03.060 Design and Operational Requirements for all Parklets.

Parklets must be constructed to sit securely on existing surfaces without any anchors or excavated footings and be designed for easy removal. In addition, Parklets shall include the following design and operational considerations.

- A. Parklets must comply with all ADA requirements.
- B. If an applicant intends to serve alcohol in the Parklet, State Alcohol and Beverage Control Department authorization shall be secured by applicant/owner prior to commencement of Parklet construction.
- C. Federally mandated sidewalk clearances for continuous pedestrian/handicapped access along the public sidewalk shall be provided. Measured from the exterior of the building

- to the edge of curb or any permanent pole, hydrant, tree, planter or any other obstruction, the minimum clearance distance to be maintained shall be sixty inches. The City may require additional distance where warranted.
- D. Parklets must comply with all storm water and drainage requirements. Parklets shall not impede the flow of drainage.
- E. Parklets shall be located at least one parking space or 15 feet away from an intersection or street corner.
- F. Parklets shall not extend more than 6 feet into parallel parking stalls.
- G. Parklets shall be flush mounted with the adjacent curb.
- H. Parklets shall not be located within fifteen feet of a driveway.
- I. Parklets should be designed for easy removal.
- J. Parklets shall install 36 inch guideposts with reflective elements between corner ends of the Parklet facing the street.
- K. Bolting and penetrating the surface of the street in any way is not allowed.
- L. Exterior edges must be a minimum of 36 inches tall. Exterior edges may be a fixture, planter, or bench.
- M. Landscaping such as hanging plants, potted plants, small bushes, flowers, vines may be provided within the Parklet to the satisfaction of the Planning Commission.
- N. Planters shall not be permanently affixed to the public right of way or parking areas. Plants within the planter shall be maintained in a way that does not interrupt traffic or pedestrian access.
- O. Lighting is required at night. All lighting must be downward facing and be turned off outside of operating hours.
- P. Business identification signs shall be in conformance with the City's approved sign ordinance.
- Q. Hours of operation for Parklets shall be limited to 7:00 AM to 10:00 PM.
- R. Any furnishings which are not secured to the Parklet shall be removed daily at close of business and must be labelled as property of the business.
- S. Subject to City approval, the owner of a Parklet may make improvements to the public sidewalks such as repairing the concrete, patching holes or cracks, installing pavers and generally improving the quality and appearance of the surface.
- T. Separate electrical and plumbing permits are required for any temporary wiring or plumbing connections.
- U. Maintenance, leaf litter, cinders, and litter removal is the responsibility of the applicant/owner. Failure to maintain the Parklet may result in the revocation of the permit and/or issuance of a noncompliance administrative fee of \$100 dollars per day.
- V. Extended lack of use, more than two weeks, may result in the revocation of the permit.

19.03.070 Design Evaluation.

The following evaluation criteria will be used to evaluate the design of Parklet applications.

A. Design Quality:

The quality and creativity of the design; the quality and durability of proposed materials and furniture.

B. Streetscape Enhancement:

How the proposed Parklet will enhance the aesthetic quality of the streetscape.

The City of Mt. Shasta reserves the right to adjust these requirements and standards as necessary to respond to existing conditions on a case-by-case basis.

19.03.080 Design Standards for all Parklets.

A. All outdoor dining areas

- 1. Must maintain a minimum 4-foot distance between tables and chairs.
- 2. Must maintain pedestrian and traffic safety and access.
- 3. Must maintain a clear path of travel to public utilities, fire hydrants, building entrances, crosswalks, and transit stops.
- 4. Must maintain ADA standards on City sidewalks and paths of travel to and from businesses.
- B. Parklet decking must be designed such that the Parklet has a vertical lip of no more than ¼ inch as it connects to the curb and may not have more than a ½ inch gap from the curb. The submitted design must demonstrate that the deck is compliant with ADA accessibility requirements.
- C. The Parklet design may include vegetation in the form of planters.
- D. All rails must be capable of withstanding a 200 lb. horizontal force.
- E. Design must maintain a minimum 5-foot clear pedestrian through zone in the sidewalk corridor.
- F. Parklet footprint: parallel parking. Twenty-four (24") inch setback on either end of the Parklet, adjacent to parallel parking, and to the roadway shall be maintained. Wheel stops may be used but are not required. If proposed, wheel stops will be installed by the applicant and inspected by the City after final facility construction is complete.
- G. Parklet footprint: diagonal parking. For diagonal parking and perpendicular parking spaces, the edge of the Parklet must be setback eighteen (18") inches from the adjacent parking space on either side. This setback space must be included within the Parklet space and not taken from the adjacent spaces.
- H. Parklet design must include a physical barrier along the street while maintaining clear visual sightlines to the street. Vertical elements, such as planters and umbrellas, should be included so that the facility is visible to vehicles.
- I. To protect a Parklet in a parallel parking space from parking maneuvers, substantial planters, weighted bollards, or other structures that can withstand light vehicular impact, must be installed on either end of the Parklet and at the street edge. Parklets in diagonal parking spaces are not required to have such substantial edge materials, except for the

- side and corners at the street edge. Additional traffic safety items may be added to the final design by City Staff.
- J. Establishments with less than 20 tables total must make one table ADA accessible. Establishments with more than 20 tables total, must make 5% of the tables ADA accessible.
- K. Surface materials: Loose particles, such as sand or loose stone, are not permitted on the Parklet. A non-slip surface is required.
- L. The Parklet platform may not be attached to or damage the street and must be easily assembled and disassembled. Any damage to the street is the responsibility of the applicant.
- M. The Parklet platform must be designed to allow for curb line stormwater drainage and include a minimum twelve (12") inch gutter bar. The Parklet platform must be designed to not allow debris to collect under the deck.
- N. The Parklet platform must be designed to accommodate the crown and the cross slope of the street surface.
- O. All plans must clearly articulate the spans and supports to be used for the body of the Parklet.
- P. Roof structures, canopies, covers are permitted in Parklets.
- Q. Applicants proposing overhead structures or other architectural features that may catch wind must demonstrate that the structures can withstand wind loads specified by the Building Inspector. Applicants must demonstrate that said structures and canopies pose no risk to the surrounding neighborhood during storms or other instances of severe weather conditions. The Building Inspector may require the plans for overhead structures like canopies to be stamped by an engineer to ensure they are designed in accordance with building code wind criteria.
- R. Any proposed overhead structure or other architectural feature shall not be designed to concentrate stormwater runoff unless with an approved collection system approved by the Building Inspector in accordance with Building Code criteria.
- S. Applicant proposing a cover must demonstrate that visual obstruction to adjacent businesses, both storefronts and identifying signage is minimalized.
- T. Umbrellas are permitted; adjacent line of sight must be maintained and the umbrellas must be contained within the Parklet. Umbrellas must have a maximum diameter of 8 feet.
- U. Food preparation in parking lots or public right of ways is prohibited
- V. Outdoor heating, cooking, or open flames are prohibited.
- W. Portable outdoor gas-fired heating appliances, such as propane heaters:
 - 1. Shall be located at least five (5') feet from buildings; and
 - 2. Shall not be located beneath or closer than 5 feet to combustible overhangs, sunshades, or similar combustible attachments to the building or Parklet.

19.03.090 Sidewalk Cafes.

In addition to all general parklet requirements and design elements of this chapter, omitting those related to street dining, a sidewalk café may be permitted only if the sidewalk café is situated adjacent, as specified below, to an indoor restaurant, the sidewalk café's operation is incidental to and a part of the operation of such adjacent indoor restaurant, and the sidewalk café adheres to the following requirements.

- A. A sidewalk café may be located on the public sidewalk immediately adjacent to and abutting the indoor restaurant which operates the café. The café area may extend along the principal building frontage and may extend up to 50 feet on non-principal front with property owner approval.
- B. No furniture is allowed within 6 feet of a crosswalk, corner curb cut, or large obstruction (e.g. bus stop shelter, electric transformer, etc.).
- C. The sidewalk café must maintain clearance of 6 feet around the corners of all other sidewalk cafes.
- D. The sidewalk café must maintain 2 feet of clearance from any building access.

19.03.100 On Street Dining.

In addition to all general parklet requirements and design elements of this chapter, parklets designed for on street dining may be permitted only if they conform to the following requirements.

- A. On street dining may extend in the parking lane along the principal building frontage of the business and along principal frontage of adjacent business with property owner approval.
- B. On street dining must use vertical partitions (e.g. cones, barrels, gates, bike corrals) spaced a minimum of 10 feet apart.
- C. Clearance between the curb and travel lane must be a minimum of 7 feet.
- D. No vertical partition or furniture may protrude into the travel lane.
- E. No Accessible Parking (handicap parking) spaces may be used for outdoor dining.
- F. There shall be no more than $\frac{1}{2}$ inch between planks of a platform.
- G. The platform must be flush with the curb to eliminate tripping hazard.
- H. Additional application requirements.
 - 1. Platform on street dining requires a sketch/diagram of platform design.
 - 2. Platform approval is based on City Engineer approval

19.03.110 Temporary Street Closures.

Businesses may participate in temporary street closures provided they conform to the following requirements.

- A. Participating businesses.
 - 1. Two points of contact required for each restaurant.
 - 2. Each business participating must agree to the terms of the street closure.
- B. Delineation must be used to indicate the area under individual restaurant management (no open festival format).
- C. Restaurants may be required to monitor and maintain a maximum capacity in closure zone.
- D. Street shall be kept free of trash and containers kept clean and emptied when full.
- E. Street closure will not require a special event permit.
- F. Amplified performance acts are not allowed. Amplified music is allowed as long as noise levels do not disturb neighboring uses.

19.03.120 Private Parking Lot Extension.

Businesses may develop a private parking lot extension provided they conform to the following requirements.

- A. All uses permitted on the lot may conduct business outdoors.
- B. Eating and drinking establishments and retail sales may operate on a lot if permitted in the base zoning district, notwithstanding any requirements for parking.
- C. Tents may be erected with Fire Department approval.
- D. Separate construction permits are required for any structures occupied by the public.
- E. Amplified performance acts are not allowed. Amplified music is allowed as long as noise levels do not disturb neighboring uses.
- F. No Accessible Parking (handicap parking) spaces may be used for outdoor dining or blocked by outdoor seating.

19.03.130 Fees.

The Base application fee for all new Parklets shall be Two Hundred and Fifty (\$250) dollars payable at time of application and is nonrefundable.

Applicants for private Parklets, who wish to allow for table service and/or consumption of alcohol, will be charged Fifty (\$50) dollars per month per parking space used in addition to the base application fee.

19.03.140 Insurance.

Approved applications shall be required to provide evidence of liability insurance naming the City of Mt. Shasta as additional insured as set forth by the Joint Powers Authority's requirements for risk management. The insurance certificate is intended to protect the public from any liability it may incur as a result of the granting of the requested permit.

Minimum Requirements for Liability Insurance:

A. The insurance shall provide coverage not less than Two Million (\$2,000,000) or Four Million (\$4,000,000) dollars per occurrence depending upon the parameters outlined in the encroachment permit. The policy shall include the following endorsements:

"Without prejudice to coverage otherwise existing herein, the City of Mt. Shasta, its officers, agents, and employees are included as additional insured under this policy claim or claims for injury to person including death, or damage to property, resulting from or growing out of the operations of the permittee within the City of Mt. Shasta, Ca.

19.03.150 Maintenance.

The Parklet will be owned and maintained by the applicant. The applicant is responsible for all costs associated with the design, development, construction, installation, maintenance, and removal of the Parklet. If an application is approved, this represents that the applicant shall keep the Parklet free of debris, grime and graffiti, and to keep all plants in good health.

The permit obligates the applicant to ensure that the facility is swept daily and debris is removed from under and around the Parklet a minimum of once a week. The applicant is subject to an approved maintenance plan and agreement as part of the permit and maintenance will be enforced by the City.

The foregoing Ordinance was adopted at the regular meeting of the City Council of the City of Mt. Shasta held on this 22nd day of May, 2023 by the following vote:

AYES: NOES: ABSENT: ABSTAIN:

DATED: May 22, 2023

ATTEST:	CITY OF MT. SHASTA						
Kathryn M. Joyce, Deputy City Clerk	Tessa Clure, Mayor						
FORM APPROVED:							
John Sullivan Kenny, City Attorney							
CE	RTIFICATION						
	Ordinance CCO-23-XX was introduced, by title only, Council on the 8 th day of May, 2023, and was cil on the 22 nd day of May, 2023.						
Kathryn M. Joyce, Deputy City Clerk							

CITY COUNCIL AGENDA ITEM # 7d

MEETING DATE:

TO: Mayor and City Council

FROM: Robert Gibson, Chief of Police

SUBJECT: Amendment to MSMC Chapter 6.04

GARBAGE, REFUSE AND SOLID WASTE

Χ	Regular Session
	Special Session
	Emergency
	Session
	Closed Session

RECOMMENDATION:

Staff respectfully requests the City Council approve the first reading of CCO-23-XX, amending Mount Shasta Municipal Code Section 6.04

BACKGROUND & SUMMARY:

Staff was directed by Council to address the issue of person(s) illegally dumping household and business refuse into the city provided trash cans in the downtown business district. The trash cans provided in the downtown area are designed to help provide a convenient place for pedestrians, visitors and shoppers to deposit their small, trash, typically from local shopping. The use by individuals of these trash cans for their own personal household garbage, causes the small trash cans to fill up quickly or overfill leading to spillage and the need to empty the trash cans more frequently. The proposed amendment to Mount Shasta Municipal Code Section 6.04.120 Throwing or depositing waste, would add section (B) and would make it an infraction to throw or deposit household and business trash as defined by California Health and Safety Code Section 117670 into the city provided trash cans located specifically in the downtown area as defined by Mount Shasta Municipal Code section 7.08.021

ATTACHMENTS:

Mount Shasta Municpal code section 6.04

ORDINANCE CCO-23-XX

AN ORDINANCE OF THE CITY OF MT. SHASTA

AMENDING CHAPTER 16.04.120 (B) OF THE MUNICIPAL CODE

The City Council of the City of Mt. Shasta does hereby ordain as follows:

SECTION 1.

Municipal Code 6.04.120 is amended to read as follows:

6.04.120 Throwing or depositing waste matter.

(A) It is unlawful for any person in the City of Mt. Shasta to throw or deposit any garbage,

rubbish or waste matter, or to cause the same to be thrown, or deposited, upon any street,

alley, gutter, park or other public or private place, or to store or keep the same otherwise

than in cans or receptacles. Each day's violation of this section shall be treated and

considered, and the same shall be, a separate and distinct offense. (Ord. CCO-20-02 § 2,

2020)

(B) It is unlawful for any person in the City of Mt. Shasta to throw or deposit any household

waste, as defined by California Health and Safety Code section <u>117670</u>, or any business

waste into the City of Mt. Shasta provided public trash cans located in the Downtown

neighborhood as defined in MSMC 7.08.021 Each day's violation of this section shall

be treated and considered, and the same shall be, a separate and distinct offense.

The foregoing Ordinance was adopted at the regular meeting of the City Council of the City of

Mt. Shasta held on this 22nd day of May, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

DATED:

May 22, 2023

26

ATTEST:	CITY OF MT. SHASTA						
Kathryn M. Joyce, Deputy City Clerk	Tessa Clure, Mayor						
FORM APPROVED:							
John Sullivan Kenny, City Attorney							
CEF	RTIFICATION						
6 6	ordinance CCO-23-XX was introduced, by title only, Council on the 8 th day of May, 2023, and was il on the 22 nd day of May, 2023.						
Kathryn M. Joyce, Deputy City Clerk							

City Council Agenda Item #7e

Staff Report

Meeting Date: 05/22/2023

To: Mayor and City Council

From: Robert Gibson, Chief of Police

Subject: Amendment of MSMC Chapter 12.08: Repair and Maintenance of

Sidewalks

X Consent Closed Presentation

Regular

Recommendation:

Staff respectfully requests the Mount Shast City Council adopt the proposed amendments to the Mount Shasta Municipal Chapter 12.08 Repair and Maintenance of Sidewalks.

Background & Summary:

At the April 24th, 2023 City Council Meeting staff was directed to proceed with making amendments to the current MSMC section 12.08 regarding repair and maintenance of sidwalks. The amended sidewalk ordinance goes beyond the time allowance minimum given under state law and allows for an property owner 30 days either complete repairs or show that contract services have been retained. There is the addition of a second 30 day period for property owners that have failed to meet the first 30 day time period requirements. If a property owner failed to meet that time limit, the City would then make the repairs (either via staff or a consultant of the City's choosing) and the cost of these repairs would be billed to the owner. If the bill is not paid by the owner by the specified due date, a lien would be assessed against the subject property.

The amended ordinance/sidewalk program would allow for an appeals hearing under Section 1.05 MSMC where the owner of property would have a chance address fees.

Attachments:

Amended Mount Shasta Municipal Code section 12.08

ORDINANCE CCO-23-XX

AN ORDINANCE OF THE CITY OF MT. SHASTA AMENDING CHAPTER 12.08 OF THE MUNICIPAL CODE

The City Council of the City of Mt. Shasta does hereby ordain as follows:

SECTION 1.

Municipal Code 12.08 is amended to read as follows:

12.08.040 Notice to owner.

The Director of Public Works, in the manner provided, shall notify the owner or person in possession of the property fronting or abutting on that portion of the sidewalk to be repaired:

- (A) When any portion of the sidewalk is defective or out of repair, or in a condition to endanger persons or property or to interfere with the public convenience in the use thereof.
- (B) In the event a private driveway located on the sidewalk is abandoned or no longer in use as a driveway, or because of changed conditions or circumstances it has created, or has a tendency to create, a dangerous condition to public travel or safety, or is in such a condition to interfere with the public convenience in the use thereof, after notice as herein provided, such private driveway and the approaches thereof shall be removed from the sidewalk and there shall be installed a curb and sidewalk and the terrain graded to conform to the curbing, sidewalk and grade of the property immediately adjacent thereto. (Ord. 247 § 3, 1965)
- (C) When notice from the Public Works Director or their designee, is served to the owner of real property, either personally or by registered mail, the owner of such real property shall have thirty (30) days to show proof to the City that repairs have been made or contract services have been retained to make the repairs in a timely manner.
- (D) If the owner of such real property fails, neglects, or refuses to make or show proof of repairs within the thirty (30) day period, the Public Works Director or their designee will serve, either personally or by registered mail, a second notification requiring the owner of such real property to make repairs or show proof that contract services have been retained to make the repairs in a timely manner.

(E) If the owner of such real property fails, neglects or refuses to comply with the provisions of this subsection after sixty (60) days, after written notice from the Public Works director, then the City will complete the work using a contractor or by City staff. The property owner will then be billed for the completed work. Failure by the real property owner to pay this bill will result in a lien being placed on the real property.

12.08.070 Posting notice – Time allowed.

The Director of Public Works or other officer or employee, and each of them, of the City shall not have authority to repair such sidewalk out of repair during the period between the posting of the "Notice to Repair" on the abutting property as provided in MSMC 12.08.040, and the sixty (60) days allowed the owner or person in possession to commence doing such repairs, and in computing such period the day of posting shall be excluded. (Ord. 247 § 6, 1965)

12.08.080 Administrative hearing

Any owner of real property subject to fines and assessments enumerated in this chapter shall have the right to request an administrative hearing as enumerated in Chapter 1.05.

The foregoing Ordinance was adopted at the regular meeting of the City Council of the City of Mt. Shasta held on this 22nd day of May, 2023 by the following vote:

AYES: NOES: ABSENT: ABSTAIN:		
DATE:	May 22, 2023	
		CITY OF MT. SHASTA
		Tessa Clure, Mayor
ATTEST:		FORM APPROVED:
Kathryn M. J	oyce, Deputy City Clerk	John Sullivan Kenny, City Attorney

CERTIFICATION

I HEREBY CERTIFY that the foregoing Ordinance CCO-23-XX was introduced, by title only, at a regular meeting of the Mt. Shasta City Council on the 8th day of May, 2023, and was adopted at a regular meeting of said Council on the 22nd day of May, 2023.

Kathryn M. Joyce, Deputy City Clerk



May 4, 2023

111.93

SENT BY EMAIL ONLY

kkellogg@mtshastaca.gov

Ken Kellogg, Director of Public Works City of Mt. Shasta 305 N. Mt. Shasta Blvd. Mt. Shasta, CA 96067

Members of the Council,

Subject: RECOMMENDATION OF AWARD

Oak Street Area Water System Improvements Project

The bid opening for the subject project was held on May 2, 2023. PACE Engineering, Inc. (PACE) has reviewed the bids received, and enclosed is the Bid Summary.

The low bidder on the project was Shasta Services, Inc. DBA Timberworks with a total base bid amount of \$654,500. PACE has examined the low bidder's proposal and finds it to be correct and acceptable. In consultation with City of Mt. Shasta (City) staff, it is recommended that the City include Additive Alternate 1 in the Contract, with a bid amount of \$138,500. Therefore, it is recommended the City of Mt. Shasta award the Contract to Shasta Services, Inc. DBA Timberworks for a total contract amount of \$793,000.

Once PACE is notified that the Contract has been awarded, a Notice of Award will be sent to the Contractor, together with Agreement and Bond forms. Instructions will be included for the Contractor to sign and complete the necessary documents and return them to PACE for review. PACE will then forward them to City of Mt. Shasta for signature, which will constitute execution of the Contract.

Sincerely,

Curtis Paget, PE Project Manager

Enclosures

c: Muriel Terrell, City of Mt. Shasta, mterrell@mtshastaca.gov

M:\Jobs\0111\0111.93 Oak Street Area Water System Improvements\05_Bid and Award\06 Award\Recommendation of Award - Ltr.docx



PACE ENGINEERING, INC. 5155 VENTURE PARKWAY REDDING, CA 96002 530/244-0202 **BID SUMMARY**

PAGE:

BY:

BID DATE: 5/2/2023 JOB NO: 0111.93

DD

PROJECT: Oak Street Area Water System Improvements Project

OWNER: City of Mt. Shasta

				ENGIN	IEER'S	Timberworks Allen Gill		Stimple-Wiebelhaus Whitehawk			Site Work Solutions		Roll-n-Rock				
NO.	DESCRIPTION	QTY	UNIT	LUMP SUM	TOTAL COST	LUMP SUM	TOTAL COST	LUMP SUM	TOTAL COST	LUMP SUM	TOTAL COST	LUMP SUM	TOTAL COST	LUMP SUM	TOTAL COST	LUMP SUM	TOTAL COST
1	Trench Sheeting, Shoring, and Bracing, complete	1	LS	\$5,000.00	\$5,000.00	\$500.00	\$500.00	\$3,631.00	\$3,631.00	\$10,000.00	\$10,000.00	\$2,500.00	\$2,500.00	\$7,511.05	\$7,511.05	\$5,000.00	\$5,000.00
2	Materials On Hand	1	LS	\$360,000.00	\$360,000.00	\$97,000.00	\$97,000.00	\$110,915.00	\$110,915.00	\$106,650.00	\$106,650.00	\$136,050.00	\$136,050.00	\$98,211.41	\$98,211.41	\$93,087.19	\$93,087.19
3	Construction of all work on Sheets C1 through C4, excluding work covered in Bid Items 7-9, complete	1	LS	\$540,000.00	\$540,000.00	\$557,000.00	\$557,000.00	\$571,647.00	\$571,647.00	\$662,525.00	\$662,525.00	\$643,379.00	\$643,379.00	\$739,452.29	\$739,452.29	\$920,152.04	\$920,152.04
	Total Base Bid Amount (Bid Iter	ns 1-3):		\$905,000.00		\$654,500.00		\$686,193.00		\$779,175.00		\$781,929.00		\$845,174.75		\$1,018,239.23
Additive Alternate No. 1 - Sheet C5																	
4	Trench Sheeting, Shoring, and Bracing, complete	1	LS	\$1,000.00	\$1,000.00	\$500.00	\$500.00	\$3,631.00	\$3,631.00	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$3,115.75	\$3,115.75	\$5,000.00	\$5,000.00
5	Materials On Hand	1	LS	\$74,000.00	\$74,000.00	\$4,000.00	\$4,000.00	\$5,851.00	\$5,851.00	\$6,070.00	\$6,070.00	\$8,000.00	\$8,000.00	\$8,465.12	\$8,465.12	\$4,911.32	\$4,911.32
6	Construction of work on Sheet C5, Complete	1	LS	\$111,000.00	\$111,000.00	\$134,000.00	\$134,000.00	\$151,541.00	\$151,541.00	\$156,000.00	\$156,000.00	\$77,547.00	\$77,547.00	\$111,249.24	\$111,249.24	\$252,889.41	\$252,889.41
Total Amount of Additive Alternative No. 1 (Bid Items 4-6):				\$186,000.00		\$138,500.00		\$161,023.00		\$167,070.00		\$86,547.00		\$122,830.11		\$262,800.73	
Add	itive Alternate No. 2 - Sheet C2 - STA 3	0+00 to	STA 3	33+70													
7	Trench Sheeting, Shoring, and Bracing, complete	1	LS	\$500.00	\$500.00	\$500.00	\$500.00	\$3,361.00	\$3,361.00	\$5,000.00	\$5,000.00	\$1,000.00	\$1,000.00	\$3,115.75	\$3,115.75	\$5,000.00	\$5,000.00
8	Materials On Hand	1	LS	\$31,500.00	\$31,500.00	\$12,000.00	\$12,000.00	\$14,000.00	\$14,000.00	\$14,600.00	\$14,600.00	\$14,950.00	\$14,950.00	\$15,379.62	\$15,379.62	\$11,811.00	\$11,811.00
9	Construction of work on Sheet C2 Sta 30+00 to Sta 33+70, complete	1_	LS	\$47,000.00	\$47,000.00	\$120,000.00	\$120,000.00	\$110,000.00	\$110,000.00	\$108,000.00	\$108,000.00	\$61,500.00	\$61,500.00	\$60,902.60	\$60,902.60	\$269,488.11	\$269,488.11
	Total Amount of Additive Alternative No. 2 (Bid Items 7-9)			\$79,000.00		\$132,500.00		\$127,361.00		\$127,600.00		\$77,450.00		\$79,397.97		\$286,299.11	
TC	TOTAL AMOUNT OF BASE BID, EXCLUDING ADDITIVE ALTERNATES:				\$905,000.00		\$654,500.00		\$686,193.00		\$779,175.00		\$781,929.00		\$845,174.75		\$1,018,239.23
	Highlight denotes mathematical error fro	RANK		(9	1		2	•		3	,	4		5	7	7

Highlight denotes mathematical error from original bid packet. Actual computed value shown.

RESOLUTION CCR-23-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA AWARDING THE OAK STREET AREA WATER SYSTEM IMPROVEMENT PROJECT TO SHASTA SERVICES, INC. DBA TIMBERWORKS IN THE AMOUNT OF \$793,000 AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT AND ISSUE A NOTICE OF AWARD

WHEREAS, the Oak Street Area Water System Improvement Project was advertised according to formal bidding procedures and sealed bids were opened in public on May 2, 2023; and

WHEREAS, the lowest bid was received from Shasta Services, Inc. DBA Timberworks with a base bid amount of \$654,500 and a total bid amount with additive alternate item 1 of \$793,000; and

WHEREAS, the City Engineer found the lowest bidder's proposal to be correct and acceptable.

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

- 1. The City Council hereby awards the contract in the amount of \$793,000 to Shasta Services, Inc. DBA Timberworks.
- 2. The City Council hereby authorizes the City Manager to execute the contract documents on behalf of the City.
- 3. The City Council hereby authorizes the City Manager to issue a Notice of Award upon satisfactory completion and execution of all contract documents by the Contractor.

The foregoing resolution was passed and adopted this 22nd day of May 2023 by the following vote:

AYES: NOES: ABSENT: ABSTAIN: DATED: May 22, 2023 ATTEST: CITY OF MT. SHASTA: Kathryn Joyce, Deputy City Clerk Tessa Clure, Mayor

CITY OF MT. SHASTA

To: Mayor and Councilmembers From: City Manager Todd Juhasz

Subject: Bi-Weekly Report Date: May 10, 2023

Police Department: Signed and completed the contract for the Proposition 64 Cohort 3 Grant funding. The Chief attended a meeting regarding the encryption of radios and the ability to talk with allied agencies. Consensus of all city fire chiefs and Sheriff's Department leadership was to have one key so all agencies are using the same set of comms. An anticipated MOU should be out for review in late May.

During the week the department handled:

Calls for service 93

Arrests 3

Cases Taken 9

Traffic stops 11

City Manager: Work completing grant for the expansion and refurbishment of the City's library. More specifically-general edits and additions, calculations on current electricity usage (Library built in 1969) on a monthly basis in kWh vs. with expected savings from library reconstruction with additions like solar and a more efficient HVAC system, and details on proposed green/LEED upgrades as part of redesign; staff presented to the Board of Supervisors on a potential partnership on the formation of an Enhanced Infrastructure Finance District (EIFD) in order to raise money to provide infrastructure to the Landing, Orchard, and One Shasta Properties as well as other improvements. The Board voted 4 to 1 to hear a more in-depth presentation from the City and the EIFD consulting firm, Kosmont. Post presentation, staff met with Angela Davis, the County Administrator as well as Sherry Lawson, the Assistant County Administrator regarding questions that they'd like answers to, timing of the next presentation, and details about the EIFD tool. The presentation will likely happen during the first BOS meeting in July after the County has passed their annual budget. Meetings with PlanWest about the Housing Element. Staff and PlanWest have incorporated changes as requested by the Planning Commission and based upon public comment. The Housing Element (HE) will be heard by the Planning Commission for a second time on May 16th. The HE will need to move on to Council after the next Planning Commission to meet HCD deadlines. Mediated a dispute between property owners and suggested that both parties consider civil remedies through the court system as their issues aren't covered under our municipal code; met with the Chamber of

Commerce about restoring some funding that used to be provided through TOT. The Chamber produced documentation of their profits and losses and made a compelling case regarding the need for some additional funds; calls to applicants for the City Planner position. Staff will set up formal interviews once the posting closes next week; interviewed proposed contract planners through TRC. We have a replacement contract planner that should suffice for the time being and will help with the transition to a full time City employed planner; set up interviews and AV equipment for interviews for candidate teams for the library expansion; processed pay apps for reimbursement from the State for the wastewater treatment plant project; reviewed draft contract for the transfer of One Shasta's main well to the City in exchange for upsizing the tank and providing capacity to provide water to the One Shasta site at full build out as water for municipal use. After review, the contract was sent to PACE Engineering to ensure that technical specifications in the contract are correct; phone conversations with Sousa Redi-Mix regarding the hiring of a consultant to complete their annual mine inspection; attended CalMuni PFA meeting; met with the Weed's City Manager about potential receivership candidates held by the same owner of the old hospital; Weekly meetings with the DANCO team regarding the affordable housing project at Chestnut, Ivy, Field. We also learned that a grant application completed by DANCO and City staff resulted in an additional award of \$1.3 m in support of construction of the aforementioned affordable project; weekly meetings with our city attorney and the Bay Are Receivership Group about the old hospital. It has been determined that the cost of the abatement of hazardous materials and demolition will cost about as much as the property is worth. Therefore, the current receivership appointment can't proceed. However, the City is seeking the "abatement of sub-standard housing and nuisance" as well as the appointment of a receiver through the court system. If approved, the property owner will be required to fully abate the property within 90 days (tear down and remediate). If the owner does not comply, the City can fine him \$500 per day pursuant to the Mt Shasta Municipal Code. If approved by the court system, the owner will be liable for all receiver fees and attorney costs. Further, the post-judgement tool can be employed that will allow the taking of other properties under the same ownership in Siskiyou County to pay for the fees and abatement. We will also seek the court to forbid the owner from using the property as a tax write-off. Signed the easement for the Pioneer Trailhead in support of the Mount Shasta Trail Association's plans to build trails on the Landing site; parking ticket appeals review; revisions to the Parklet Ordinance based on feedback from Council; worked on reprogramming LEAP funds for the completion of the City's Housing Element and to meet the State's new requirement to provide an emergency shelter plan for the homeless; inquiries to the State's Cal LAFCO organizations to seek consulting firms that work on LAFCO approvals and annexations in support of the One Shasta property.

Fire Department:

The Mount Shasta Fire Department responded to 14 calls.

Medicals-4

Traffic Collision-1
Flue Fire-1
Electrical Hazard-1
Dispatched and Cancelled-1
False Alarm-1
Public Assist-4
Unauthorized Burning-1
9 of the 14 calls were after normal work hours. (6:00 pm to 8:00 am)

- -Mount Shasta Fire Department personnel worked through the week completing general duties to include keeping the Fire Department clean and sanitized.
- -Chief Duncan attended a meeting where the North County Readiness drills will be held. Then members then went visited the site where the South County drills will be held.
- -Chief Duncan and Captain Smith continued with the Short-Term Rental Inspections.
- -Staff continued work on the fuel reduction project at the Roseburg Property, which involves cutting and limbing overgrown trees, brush. These piles were then burned.
- -Officer Goldsberry attended an Arson-Related Case Studies seminar, held by the Shasta County Arson Task Force. Officer Goldsberry is also one of the Fire Departments most active volunteers. He is working on earning his Fire Investigator certification and will be part of the Siskiyou County Arson Taskforce. The Taskforce is comprised of personnel from different agencies working on investigations Countywide.
- -Wednesday night training was held. Staff were trained on wildland hose lays and other wildland suppression tactics.
- -Captain Burns attended a meeting held by the Mount Shasta Chamber of Commerce in preparation for the 4th of July.
- -Chief Duncan attended the College of the Siskiyous Academy Graduation. Three members of the Mount Shasta Fire Department graduated. Congratulations to Katie Heikura, Spencer Cunningham, and Kyle Ellorin. They worked extremely hard over the last seven months and endured a very long winter on the training grounds. We are proud to have them as members of the Mount Shasta Fire Department.

Public Works:

- Met with Kelly Zolotoff (Caltrans) to review the process for submitting a time extension for the State's STIP Grant for an asphalt overlay on N. Mt. Shasta Blvd. between Ski Village and Spring Hill Drive.
- While meeting with Kelly Zolotoff, we also discussed the application the City is planning to submit for a Federal CFI (Charging & Fueling Infrastructure) Grant. We are pursuing both grant tracks: the AFC (Alternative Fuel Corridor) and the

Community based plan. Staff discussed with Caltrans the possible location for the Corridor project-the Mill Site on the south end of town. In order to optimize the grant application, it would be necessary to modify Hwy 89/I-5 interchange. This is consistent with an existing Caltrans plan that has lacked funding. By partnering with Caltrans on the CFI Grant it may be possible to secure funding for both the CFI and interchange modifications.

- On Tuesday, the PW's Director (the Director) attended a seminar on the new state general order for SSO (Sanitary System Overflows)
- On Wednesday, the Director attended a Caltrans seminar on A&E Consultant Selection consistent with revised state guidelines. This training is required to utilize State funding.
- Spoke with PACE Analytical regarding requirements for the provision of annual water quality reports.
- Received additional inquiries on when the street sweeper will visit various locations.
- Conducted site inspections on the Sewer Interceptor Project.
- Spoke with a consultant regarding the potential replacement of the existing scanner/plotter
- Researched possible connections along S. Mt. Shasta Blvd. for connecting to existing properties in the County.

PW Crew -

Monday – The street sweeper was out cleaning streets at various locations. Staff began flushing quarterly sewer hot spots. A small leak was found in the roadway on Forest St. which was repaired. Staff set out benches at various downtown location. A cable was fixed at the Roseburg Property that was cut by vandals.

Tuesday – Weekly routine Bac-T samples were taken and submitted to Pace Labs for analysis. The street sweeper was out cleaning streets at various locations. The Deputy Public Work's Director attended seminar regarding new regulations related to the Statewide Sanitary Sewer Systems General Order June 5, 2023. Staff trimmed branches around traffic signs at various locations.

Wednesday – Weekly routine bacteriology samples passed. Staff continued flushing quarterly sewer hot spots. They repaired a metal cover to a sidewalk drain outlet at the NW corner of McCloud Ave and Washington Drive that was damaged by snowplows. Completed painting the new PD office at City Hall.

Thursday – Performed monthly fire extinguisher inspections. Staff watered new planted flowers in downtown pots. They completed 7 USA locates. They inspected and repaired a PVB irrigation meter along S. Mount Shasta Boulevard landscape area. Staff repaired seams on a sewer camera van that began to leak during the last storm. Staff completed flushing quarterly sewer hot spots. A total of 6759 feet of sewer main was cleared. A

bollard was removed from the entrance to N. B street bike trail. Completed updating list for grease inspections.

Friday – The street sweeper was out cleaning streets at various locations. Electrical modifications and data wiring was completed at new PD office at City Hall. Replaced faded snow and stop ahead signs. Staff investigated a sewer alignment issue at Perry St and N. B St and updated the sewer map. Sewer lines were flushed on Perry from MH 340 to 341.

Pine St Project - Waiting on Project closeout.

Sewer Interceptor Project – Timberworks resumed construction at W Jessie.

WWTP:

Monday- The belt on the compressor was replaced, collected/tested lake and river samples, made tubes and ran spore check, filled backhoe tires with air, QC was completed agar tubes, washed glassware. Tuesday- plant checks were performed, coliforms testing was completed, prepped lab, collected monthly samples and delivered the samples to Redding. Wednesday-Plant checks were completed, coliform testing passed, removed the regulator from ton, grease pumps, meeting regarding Aeromod, study. Thursday- Plant checks were performed, coliform testing was completed, toured Aeromod before filling with water, installed reagents for analyzers, monitored pumping from CB. Friday- Plant checks and coliform testing was completed, performed maintenance on analyzers, picked up packages, monitored pumping from CB, completed weekly checks.

Brooke: Monday- plant checks, coliform tests, read BODs, read PT results, enter PT data online, worked with Bullert to reconnect signal wires for GC valve, tested valve/pump- still won't open, order input cards completed for PLC, entered data, picked up mail, receipts delivered to Erin. Tuesday- Entered data, met with Rick from Aeromod, worked with fiber providers to discuss options, placed bottle order, checked mail, read QCs tests, planned for pumping to fill Aeromod, searched electrical drawings for PLC info. Wednesday- Entered data, collected label receipts, discussed training schedule with Mike, moved composite sampler at headworks for construction, ordered tubing, replaced water separator on compressor, met with Rick from Aeromod. Thursday and Friday- sick leave

RESOLUTION CCR-23-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA APPROVING A CHANGE TO THE DATE OF DOWNTOWN ENHANCEMENT ADVISORY COMMITTEE MEETINGS

WHEREAS, the City Council of the City of Mt. Shasta has the authority to set the time, date, and location of all City of Mt. Shasta Brown Act Committees; and

WHEREAS, the Downtown Enhancement Advisory Committee was formed as a Brown Act Committee by the City Council of the City of Mt. Shasta; and

WHEREAS, the Downtown Enhancement Advisory Committee recommends that the regular meeting time, date, and location be changed to allow more public participation while meeting the purpose of the committee.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Mt. Shasta hereby approves the change to the date of the Downtown Enhancement Advisory Committee Regular Meetings to the last Wednesday of each month.

The foregoing Resolution was approved this 22nd day of May, 2023 by the following vote:

AYES: NOES: ABSENT: ABSTAIN: DATED:	May 22, 2022	
DATED.	May 22, 2023	
ATTEST:		CITY OF MT. SHASTA
Kathryn M. Jo	oyce, Deputy City Clerk	Tessa Clure, Mayor

City Council Agenda Item # 7i

Staff Report

Meeting Date: May 22, 2023

To: Mayor and

From: Muriel Hov

Subject: Revenue Status Update, Monthly Investment and Financial Report for the

Period Ending April 2023

	^	Consent
d City Council		Closed
www.mth Townsll Discotor of Finance		Presentation
owarth Terrell, Director of Finance		

Regular Y Concent

Recommendation:

Staff respectfully requests the City Council review the provided information regarding the City's investments.

Background & Summary:

As of April 30, 2023 the combined funds the City of Mt. Shasta had invested in the Local Agency Investment Fund (L.A.I.F.) totaled \$247,448.74. The April 2023 LAIF s tatement is attached, along with the performance data for the month of April. Most surplus funds over which the City has control are currently invested in ProEquities. The balance of the City's cash funds are held in the pooled checking account with Tri Counties Bank and LAIF.

Current investment rates are:

L.A.I.F.	April 30, 2023	2.870%
Treasury Note – 3 month	April 30, 2023	5.06%
Treasury Note – 2 Yr.	April 30, 2023	4.01%
Treasury Note – 5 Yr.	April 30, 2023	3.49%
Treasury Note – 10 Yr.	April 30, 2023	3.43%
Treasury Note – 30 Yr.	April 30, 2023	3.69%

Bloomberg as reported by Chandler Asset Management

The LAIF average increased slightly from last month, all but the 30 year note experienced decreases. We continue to anticipate the LAIF rate slowly increasing staying just above 2%. Short term CD rates are now better than the LAIF rate and longer term notes may offer better yields it does not give us the liquidity we need. The LAIF rate remains the best available rate that meets the City's requirement for liquidity and safety.

Revenues:

Property Tax Revenue:

The City has received \$647,498 through April 2023 in property tax for fiscal year 2022-2023. The prior year amount was \$585,932. We are \$61,566 ahead of was was collected last year.

Sales Tax Revenue:

The City has received \$1,120,297 through April 2023 in sales tax for fiscal year 2022-2023. In the prior year we collected \$1,091,685 through April. We are \$28,612 ahead of what was collected in the prior year.

Cannabis Revenue:

The City has received \$107,293 through April 2023 in cannabis revenue for the fiscal year 2022-2023. The prior year amount collected through April was \$114,770. We are \$7,477 behind of the collections in the prior year.

Transient Occupancy Tax:

The City has received \$871,783 through the April 2023 in TOT for the fiscal year 2022-2023. In the prior year we had collected \$803,182. We are \$68,601 ahead of what was collected in the prior year.

Financial Impact:

The investments are in compliance with the City's investment policy and provide for meeting the City's cash flow needs for the next month and 6 month periods.

Compliance with 2014-17 City Council Strategic Plan:

The City Council's leadership efforts to ensure adherence to the best possible financial practices and overall transparency falls under Strategic Focus IV – Grow Mt. Shasta Pride and Quality and the Municipal Responsibilities of Progressive Leadership and Financial Health and Economic Opportunity.

Attachments:

- LAIF Monthly Statement
- LAIF Performance Report
- LAIF Monthly Balances
- April 2023 Chandler Assest Management

California State Treasurer *Fiona Ma, cpA*



Local Agency Investment Fund P.O. Box 942809 Sacramento, CA 94209-0001 (916) 653-3001 May 18, 2023

LAIF Home PMIA Average Monthly Yields

CITY OF MT SHASTA

DIRECTOR OF FINANCE 305 NORTH MT SHASTA BLVD MT SHASTA, CA 96067

Tran Type Definitions

Account Number: 98-47-572

April 2023 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confir Numb	·m	Amount
4/14/2023	4/13/2023	QRD	1728149	N/A	SYSTEM	1,656.60
Account S	ummary					
Total Depo	osit:		}	,656.60	Beginning Balance:	245,792.14
Total With	drawal:			0.00	Ending Balance:	247,448.74



PMIA/LAIF Performance Report as of 05/17/23



PMIA Average Monthly Effective Yields(1)

2.870 April 2.831 March February 2.624

Quarterly Performance Quarter Ended 03/31/23

LAIF Apportionment Rate⁽²⁾: 2.74 LAIF Earnings Ratio⁽²⁾: 0.00007493902135155 LAIF Fair Value Factor⁽¹⁾: 0.986510329 PMIA Daily⁽¹⁾: 2,87 PMIA Quarter to Date (1): 2.63 PMIA Average Life⁽¹⁾:

275

Pooled Money Investment Account Monthly Portfolio Composition (1) 04/30/23 \$185.4 billion

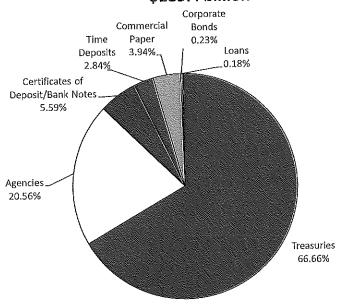


Chart does not include \$3,011,000.00 in mortgages, which equates to 0.002%. Percentages may not total 100% due to rounding.

Daily rates are now available here. View PMIA Daily Rates

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

(1) State of California, Office of the Treasurer (2) State of Calfiornia, Office of the Controller



State of California Pooled Money Investment Account Market Valuation 4/30/2023

Description	rrying Cost Plus ued Interest Purch.	Fair Value	Αc	crued Interest
United States Treasury:		 		
Bills	\$ 29,886,831,356.90	\$ 30,284,794,500.00		NA
Notes	\$ 91,976,367,283.09	\$ 89,811,281,000.00	\$	296,484,192.00
Federal Agency:				
SBA	\$ 316,476,424.60	\$ 316,089,757.75	\$	1,268,803.49
MBS-REMICs	\$ 3,011,376.79	\$ 2,983,755.10	\$	13,422.45
Debentures	\$ 10,349,814,514.02	\$ 10,214,885,500.00	\$	54,655,453.75
Debentures FR	\$ ■	\$ 	\$	-
Debentures CL	\$ 2,450,000,000.00	\$ 2,398,527,500.00	\$	18,847,450.50
Discount Notes	\$ 21,850,420,548.61	\$ 22,150,048,500.00		NA NA
Supranational Debentures	\$ 3,124,199,926.26	\$ 3,064,839,000.00	\$	13,073,189.10
Supranational Debentures FR	\$ -	\$ -	\$	-
CDs and YCDs FR	\$ 71	\$ 	\$	<u>.</u>
Bank Notes	\$ 200,000,000.00	\$ 199,821,219.01	\$	2,869,861.11
CDs and YCDs	\$ 10,150,000,000.00	\$ 10,139,855,077.52	\$	171,592,805.57
Commercial Paper	\$ 7,301,528,791.71	\$ 7,375,144,708.41		NA
Corporate:				
Bonds FR	\$ -	\$ -	\$	-
Bonds	\$ 429,682,654.93	\$ 408,594,940.00	\$	2,563,416.93
Repurchase Agreements	\$ -	\$ •	\$	_
Reverse Repurchase	\$ <u> </u>	\$ _	\$	_
Time Deposits	\$ 5,267,000,000.00	\$ 5,267,000,000.00		NA
PMIA & GF Loans	\$ 342,617,000.00	\$ 342,617,000.00	<u> </u>	NA
TOTAL	\$ 183,647,949,876.91	\$ 181,976,482,457.79	\$	561,368,594.90

Fair Value Including Accrued Interest

182,537,851,052.69

Repurchase Agreements, Time Deposits, PMIA & General Fund loans, and Reverse Repurchase agreements are carried at portfolio book value (carrying cost).



BOND MARKET REVIEW

A Monthly Review of Fixed Income Markets

MAY 2023



Market Data

World Stock Market Indices data as of 04/28/2023

<u>Change</u> %CHG (03/31/2023) S&P 500 60.17 1.46% 4,169,48 NASDAQ 12,226,58 4.67 0.04% **DOW JONES** 2.48% 824.01 34,098.16 FTSE (UK) 238,83 3.13% 7,870.57

DAX (Germany)

15,922.38 293,54 1,88%

Hang Seng (Hong Kong)

19,894.57 -505.54 -2.48%

Nikkei (Japan)

28,856.44 814.96 2.91%

Source: Bloomberg. Please see descriptions of Indices on Page 2.



Toll Free: 800.317.4747 Info@chandlerasset.com Mhandlerassbt.୧୭୮୩^{cil} Regular Med

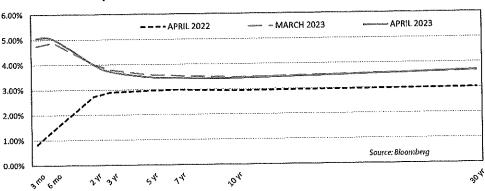
Market Summary

Economic trends have been decelerating along with tighter financial conditions and restrictive monetary policy. Recent data suggest positive but below-trend growth this year. Although the pace of job growth is moderating, labor markets remain solid, and the U.S. consumer has demonstrated resiliency. Market participants and the Federal Reserve are maintaining very divergent views regarding the future trajectory of monetary policy. Given the cumulative effects of tighter monetary policy and stress in the banking sector, we believe the Federal Reserve is likely near a pause in their rate-hiking campaign. If moderate growth continues, we believe the Fed will likely maintain the Federal Funds rate in restrictive territory until inflationary pressures subside.

At the May meeting, the Federal Open Market Committee voted unanimously to raise the target federal funds rate by 0.25% to a range of 5.00 - 5.25%. Notably, the committee omitted a line from its March statement referencing that "some additional policy firming may be appropriate." Instead, the FOMC will determine "the extent to which additional policy firming may be appropriate," implying a potential pause that is data dependent. Fed Chair Powell reiterated the committee's focus on bringing down inflation to their 2% target and indicated that their outlook did not support rate cuts, contrary to the market consensus. The statement also emphasized that the U.S. banking system is "sound and resilient" and acknowledged the tightening of financial conditions. Considering the totality of economic data, the Chandler team continues to believe the Fed is likely near a pause in their rate-hiking cycle and will maintain higher rates for some time.

In April, short-term Treasury yields increased while the yields in the 2-10 year segment of the yield curve decreased. The 2-year Treasury yield dropped 2 basis points to 4.01%, the 5-year Treasury yield declined 9 basis points to 3.49%, and the 10-year Treasury yield fell 5 basis points to 3.43%. The inversion between the 2-year and 10-year Treasury yields widened to -58 basis points at the end of April, compared to -56 basis points at the end of March. Given the current shape and the duration of the yield curve inversion, there is a growing probability of a recession.

Short Term Treasury Yields Increased While The Belly Of The Yield Curve Fell In April



The yield curve maintained its inversion in April, and bond yields remain significantly above levels seen a year ago. The 2-year Treasury yield was 129 basis points higher, while the 10-year Treasury yield was approximately 49 basis points higher, year-over-year. The inversion of the yield curve expanded in April, with the spread between the 2-year and 10-year Treasury yields increasing to -58 basis points at the end of April, from -56 basis points at the end of March. The yield spread between the 2-year and 10-year Treasury yields continues to sit substantially below the average spread of approximately +122 basis points since 2003. Given its current shape, the yield curve, a vital economic indicator, signals an increased probability of a recession.

TREASURY YIELDS	Trend (▲/▼)	04/28/2023	03/31/2023	Change
3-Month 2-Year		5.06 4.01	4.75 4.03	0,31 -0,02
3-Year		3.72	3.79 3.58	-0,07 -0.09
7-Year		3,46	3.54	-0.07 -0.05
tillg May 22, 2023	A	3.68	3.65	0.03

Source: Bloomberg

BOND MARKET REVIEW

Since 1988, Chandler Asset Management has specialized in providing fixed income investment solutions to risk-averse public agencies and institutions. Chandler's mission is to provide fully customizable client-centered portfolio management that preserves principal, mitigates risk, and generates income in our clients' portfolios.

Credit spreads tightened in April

CREDIT SPREADS	Spread to Treasuries (%)	One Month Ago (%)	Change
3-month top rated commercial paper	0.16	0.41	(0.25)
2-year A corporate note	0.60	0.61	(0.01)
5-year A corporate note	0.87	0.85	0.02
5-year Agency note	0.18	0.20	(0.02)
Saurea Planchara			Data as of 04/28/2023

Indetionant Trands Continue to Ease but Remain Above the Federal Reserve's Target

ECONOMIC INDICATOR	Current Release	Prior Release	One Year Ago
Trade Balance	(64.23) \$BIn MAR 23	(70.64) \$BIn FEB 23	(106,45) \$Bln MAR 22
Gross Domestic Product	1.10% MAR 23	2,60% DEC 22	(1.60%) MAR 22
Unemployment Rate	3.40% APR 23	3.50% MAR 23	3.60% APR 22
Prime Rate	8.00% APR 23	8.00% MAR 23	3,50% APR 22
Refinitiv/CoreCommodity CRB Index	268.16 APR 23	267.73 MAR 23	308.27 APR 22
Oil (West Texas Int.)	\$76.78 APR 23	\$75.67 MAR 23	\$104.69 APR 22
Consumer Price Index (y/o/y)	4.90% APR 23	5.00% MAR 23	8.30% APR 22
Producer Price Index (y/o/y)	2.60% APR 23	3.00% MAR 23	15.70% APR 22
Euro/Dollar	1.10 APR 23	1.08 MAR 23	1.05 APR 22

Source: Bloomberg

Source: Bloomberg

Economic Roundup

Consumer Prices

The U.S. inflation rate showed signs of moderation in April, with the Consumer Price Index (CPI) increasing by 4.9% year-on-year, marking its first sub-5% rise in almost two years. The Core CPI, which excludes volatile food and energy components, increased 0.4% month-over-month and 5.5% year-over-year, a slight decrease from 5.6% in March. Shelter costs, the most significant services component making up approximately one-third of the overall CPI index, rose 0.4% last month, the smallest increase in over a year. The Personal Consumption Expenditures (PCE) index improved in March with a 4.2% year-over-year increase, down from a 5.1% increase in February. The Core PCE, the Federal Reserve's preferred inflation measure, rose 4.6% year-over-year in March, slightly down from a 4.7% increase in February. Despite the waning inflationary trends, a return to the Fed's 2% target appears remote due to strong wage growth.

Retail Sales

Advance Retail Sales fell more than expected month-over-month at -1.0% in March, which translated to a year-over-year deceleration to 2.9% from 5.9% in February. The report indicated a broad-based cooling in discretionary spending as consumers are becoming more cautious about the outlook for the US economy. The Conference Board's Consumer Confidence Index unexpectedly declined to 101.3 in April from a downwardly revised 104.0 in March. While the present situation was viewed favorably, future expectations declined sharply as the outlook for business conditions, employment, and income all deteriorated.

Labor Market

The U.S. economy added 253,000 jobs in April, following a downward revision of 71,000 to 165,000 jobs for the month of March. The pace of job growth is slowing, with the three-month moving average payrolls at 222,000 and the six-month moving average at 277,800. Broad-based gains in the private sector point to employment continuing to show strength, led by professional and business services. The unemployment rate fell to 3.4%, while the labor force participation rate remained at 62.6% in April. The U-6 underemployment rate, which includes those who are marginally attached to the labor force and employed part time for economic reasons, declined to 6.6% from the prior month at 6.7%. Average hourly earnings accelerated to 4.4% year-over-year in April, up from a revised 4.3% increase in March. Job Openings in March decreased for the third consecutive month to 9.59 million, indicating a slower demand for labor and increased layoffs. While the overall pace of hiring is slowing, levels remain consistent with a solid labor market.

Housing Starts

Total housing starts fell 0.8% month-over-month in March to 1,420,000 units and were down 17.2% compared to March 2022. The decline was primarily driven by a drop in multifamily construction while single-family construction increased. The 30-year fixed-rate mortgage averaged approximately 6.52% in March according to Freddie Mac, down from a peak of 7.08% in October, but up from 4.67% a year ago. According to the Case-Shiller 20-City Home Price Index, the year-over-year increase continued its declining rate of gain to just +0.36% in February, the smallest gain since 2012, after rising +2.58% in January, clearly displaying the impact of higher mortgage rates year-over-year, which have reduced demand for homebuying as affordability has declined. The Southeast remains the strongest region, while the West continues to be the weakest.

World Stock Market Index Descriptions

S&P 500 – The S&P 500 is a market value-weighted index of 500 large-capitalization stocks. The 500 companies included in the index capture approximately 80% of available US market capitalization. NASDAQ—The NASDAQ Composite Index is the market capitalization-weighted index of over 3.300 common stocks listed on the NASDAQ stock exchange. Dow Jones—The Dow Jones Industrial Average is an index that tracks 30 large, publicly-owned companies trading on the New York Stock Exchange and the NASDAQ. The Financial Times Stock Exchange Group (FTSE) — The FTSE is a share index of the 100 companies listed on the London Stock Exchange with the highest market capitalization. DAX—The Deutscher Aktienindex (DAX) is a blue chip stock market index consisting of the 30 major German companies trading on the Frankfurt Stock Exchange. Hang Seng—The Hang Seng Index is a freefloat-adjusted market-capitalizationweighted stock market index in Hong Kong. It is used to record and monitor daily changes of the largest companies of the Hong Kong stock market and is the main indicator of overall market performance in Hong Kong. Nikkei—Japan's Nikkei 225 Stock Average is a price-weighted index composed of Japan's top 225 blue-chip companies traded on the Tokyo Stock Exchange.

Nikkei 225 Stock Average is a price-weighted index composed of Japan's top 225 blue-chip companies traded on the lokyo Stock Exchange.

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City Council Agenda Item #8

Staff Report

Meeting Date: May 22, 2023

To: Mayor and City Council

From: Todd Juhasz, City Manager

Subject: Mt. Shasta 2023-2031 Housing Element Public Review Draft

Recommendation:

Motion

I. To authorize the City Manager to transmit a copy of the Draft 2023-2031 Housing Element to the California Department of Housing and Community Development (HCD) for the 90-day review pursuant to Government Code Section 65585(b).

Environmental Review:

The proposed Housing Element is in draft form and not subject to environmental review until final adoption. It is anticipated that the element is eligible for an exemption from the California Environmental Quality Act (CEQA).

Overview

The Draft Housing Element goals, policies, and programs support housing production for all segments of the community, to provide information about housing resources available in Mt. Shasta and the region, and an analysis of constraints to housing production.

On April 5, 2023, the City released a Public Review Draft Housing Element that recommends goals, policies and implementation programs intended to address these housing needs and constraints, and comply with State housing law during the eight-year planning period. The community was notified of the availability of the Public Review Draft through the City's NextDoor page, a push email to subscribers of the City's meeting notification list, and a newspaper notice. The Public Review Draft was made available on the City's webpage and Mt. Shasta's Siskiyou-Housing webpage (https://www.siskiyou-housing.com/mt-shasta/), and paper copies were made available at City Hall and the Mt. Shasta Public Library.

On April 18, 2023, the Planning Commission held a public meeting on the Public Review Draft Housing Element. Three members of the public commented on the Public Review Draft. The Planning Commission unanimously voted to continue the matter to their May 16, 2023 meeting in order to provide time to the City's Consultants to revise the Public Review Draft to respond to Planning Commission and public input provided at the meeting, and written comments submitted by the public to the City. On May 10th, the revised Public Review Draft Housing Element was released, and incorporates input from Commissioners and the public, including written comments submitted by the public through to May 9, 2023.

On May 16, 2023, the Planning Commission held a second public meeting for the review of the revised Public Review Draft Housing Element. At the May 16th meeting, Planning Commissioners and a member of the public provided input for additional clarifying revisions to the document. The Planning Commission voted unanimously to recommend that the City Council authorize that the 2023-2031 Housing Element Update Public Review Draft be submitted to the Department of Housing and Community Development (HCD) for review pursuant to Government Code Section 65585(b).

The attached Draft of the 2023-2031 Housing Element, dated May 17, 2023, incorporates Planning Commission and public comment from the May 16, 2023 meeting.

Key Takeaways

Like many cities and counties in California, the Housing Element recommends amendments to the City's zoning regulations to comply with State law. Other programs include actions to improve transparency, and the availability of housing regulations and information, requirements of State law. Like many other cities in Siskiyou county, Mt. Shasta's population has declined, although there has been an increase in the population of seniors in the City. More Mt. Shasta residents rent their homes than own. Many households are cost burdened, meaning they pay more than 30 percent of their annual gross income for housing. Altogether the demographic patterns in Mt. Shasta are similar to those of the unincorporated area of Siskiyou County and the cities.

Project Background

California housing law requires that all local governments (cities and counties) adequately plan to meet the housing needs of everyone in the community. California's local governments meet this requirement by adopting Housing Elements as part of their General Plan. General Plans serve as the local government's "blueprint" for how the city and/or county will grow and develop over a 15–20-year period and include a minimum of seven mandatory elements: land use, transportation, conservation, noise, open space, safety, and housing. The Housing Element must be consistent with the other elements of the General Plan. General Plans are updated approximately every 20 years, while Housing Elements are updated on 8-year cycles to ensure relevancy and accuracy, since the housing market and needs are most closely tied to shifts in the economy. The Mt. Shasta's current Housing Element was adopted in October 2014 and covers the period of 2014-2022.

This Housing Element update covers the eight-year period from February 15, 2023 to February 15, 2031. The Housing Element is intended to provide the City of Mt. Shasta with a comprehensive strategy to promote the production of safe, decent, and affordable housing for all residents. It assesses current and projected housing needs, constraints to housing production, and resources available to meet the needs. It then establishes a set of housing goals, policies, and programs which are targeted to meet the housing needs over the Housing Element planning period. A key part of the Housing Element lays out strategies to address the needs of residents that are not typically met by

¹ This eight year term is also referred to as the "planning period" and "cycle". The 2023-2031 Housing Element is Mt. Shasta is in 6th housing element cycle.

the private market, including low-income households, seniors, persons experiencing homelessness, and people with disabilities. The City does not directly build or own housing, but facilitates production by guiding land use policies, coordinating with community partners, and in the case of affordable housing, by partnering with developers, lenders, and nonprofits on funding opportunities.

California's Housing Element law acknowledges that to address the spectrum of housing needs, local governments must adopt plans and regulatory systems that provide opportunities for and do not unduly constrain housing development. It also establishes that each city and county accommodate their fair share of affordable housing as an approach to distributing housing needs throughout the region and state. State law requires that Housing Elements address the following issues, among others:

- Include all economic segments of the community in the planning process;
- Review the progress and effectiveness of previous Housing Elements;
- Assess housing needs, including those of special needs populations, such as seniors, individuals experiencing homelessness, female-headed households, large households, and persons with disabilities;
- Assess the fair housing issues and trends in four key areas, contributing factors to these issues and trends, as well as the local jurisdiction's fair housing enforcement and outreach capacity;
- Address governmental and non-governmental constraints to housing production;
- List units at risk of conversion from restricted rents to market rents;
- Inventory whether there are an adequate number of appropriately zoned sites to accommodate existing need and projected growth for all income groups, as projected by the State Department of Housing and Community Development;
- Outline a housing program with goals, policies, and programs that are consistent with the General Plan and that address housing needs, constraints, and available resources, including any fair housing issues that have been identified. The housing program must include a timeline of programs during the planning period.

Beginning in the 2017 legislative year, numerous new housing laws have been enacted by the State. Many of these laws mandate new analyses and programs in each Housing Element, as well as an entire slate of laws to remove barriers to the development of Accessory Dwelling Units (ADUs), including limitations on local government regulation of ADUs. These new laws apply to the 2023-2031 Mt. Shasta Housing Element update, and wherever available, HCD guidance memos have been followed in its development. These include, but are not limited to:

ADUs (AB 3182, AB 671, AB 68, AB 587, AB 670, AB 881, SB 13)—These new laws limit local
jurisdictions' ability to restrict the development of ADUs in a variety of ways and mandate
streamlined, ministerial approval of ADUs within defined conditions. AB 671 specifically
requires that Housing Elements include a plan to incentivize and promote the creation of
ADUs that can offer affordable rents for very-low, low-, or moderate-income households.

- Affirmatively Furthering Fair Housing (AB 686)—All Housing Elements adopted on or after January 1, 2021 must contain an Assessment of Fair Housing (AFH) conducted in accordance with HCD program guidance, an analysis of the Adequate Sites Inventory, a matrix of identified contributing factors to fair housing issues, and a program of actions that promote and affirmatively further fair housing opportunities throughout the community.
- No Net Loss (SB 166)— As jurisdictions make decisions regarding zoning and land use, and as development occurs, jurisdictions must have a program to assess their ability to accommodate new housing on the remaining sites in their Housing Element site inventories. A jurisdiction must add adequate sites if land use decisions or development results in a shortfall of sufficient sites to accommodate its remaining housing need for each income category.
- Site Inventory (SB 6, AB 1397, AB 1486, AB 686, AB 725)—The Housing Element establishes a jurisdiction's strategy to plan for and facilitate the development of housing over the planning period by providing an inventory of land adequately zoned or planned to be zoned for housing and programs to implement the strategy. These laws modified the content of the site inventory, including new analyses for capacity calculations, infrastructure requirements, suitability of non-vacant sites, size of site and density requirements, location requirements, sites identified in the previous Housing Element and rezone program requirements, among others.

Discussion

The Public Review Draft Housing Element was published for public review on April 5, 2023, and is available in full on the Planning Department's webpage at https://mtshastaca.gov/planning/ and

The Housing Element consists of the following chapters and appendices:

Chapter 1 – Introduction

Chapter 2 – Goals, Policies, and Programs

Chapter 3 – Previous Housing Element Analysis

Appendix A - Needs Assessment, Housing Constraints, & Assessment of Fair Housing

Appendix B – Inventory of Sites, Sites for Emergency Shelters, and Lands Available for Residential Development

Appendix C – Funding Resources

Appendix D – Glossary

Appendix E - Public Outreach and Community Engagement

<u>Chapter 1 – Introduction</u>. This section provides an overview of the Housing Element and the process, the regulatory context, consistency with the City's current General Plan, summary of public

participation, and key definitions and acronyms.

<u>Chapter 2 – Goals, Policies, and Programs.</u> This chapter sets forth goals, policies, and implementation programs to achieve the City's objective of providing a wide range of housing choices affordable to all segments of the community. The Programs are to fulfill the requirement that the Housing Element must demonstrate the City's efforts to remove constraints that hinder the City's ability to meet its housing needs. Each program has an associated timeline for completion, and notes which department is responsible for implementation. Annually, the City must submit a report to the Department of Housing and Community Development (HCD) detailing progress towards each program of the Housing Element.

<u>Chapter 3 — Previous Housing Element Analysis</u>: This chapter summarizes the City's progress on accomplishing the implementation programs of the current 2014-2022 Housing Element, including identifying programs of the current Housing Element that are to be carried forward into the 2023-2031 Housing Element. For the City to comply with State law, ten programs from the 2014-2022 housing element are being carried forward.

Appendix A – Needs Assessment, Housing Constraints, and Assessment of Fair Housing: The Housing Needs Assessment focuses on demographic information, such as population trends, ethnicity, age, household composition, income, employment, housing characteristics, general housing needs by income, and housing needs for special segments of the population. It outlines the characteristics of the community, and identifies those characteristics that may have significant impacts on housing needs in the community. The housing constraints analysis reviews both governmental and nongovernmental constraints to the maintenance, improvement, or development of housing for all income levels, including housing for people with disabilities. The analysis reviews the regulations of the Mt. Shasta Municipal Code that apply to housing development that pose an actual constraint. Because the analysis and reporting of demographic and housing data for the needs assessment and constraints overlaps significantly with the required analysis of segregation and integration patterns and trends for the fair housing assessment (AFH), this component of the AFH is embedded throughout appropriate sections of this document. The discussion of Mt. Shasta's 6th cycle Regional Housing Needs Assessment (RHNA) for new housing production is also contained in this Appendix.

Appendix B – Inventory of Sites, Sites for Emergency Shelters, and Lands Available for Residential Development. This appendix reports Mt. Shasta's progress towards meeting their Regional Housing Needs Allocation (RHNA) during the 5th cycle. Building permits issued during a calendar year are the metric used to measure RHNA progress. Appendix B also reviews environmental constraints programmatically that may impact capacity of sites zoned for residential uses. There are three separate sites analyses:

- 1. An analysis of the site identified to meet the City's 6th cycle RHNA. Attachment 1 of this staff report contains a table summarizing the identified preferred RHNA site (i.e., the site of Mountain Townhomes) and optional sites, along with a map showing the location of the sites.
- 2. Analysis of the adequacy of sites identified to accommodate emergency shelters pursuant to AB 2339 (2022).
- 3. A programmatic summary of vacant lands in the City of Mt. Shasta that allow residential uses Mt. Shasta City Council Regular Meeting May 22, 2023 5

by-right and are available to provide a variety of housing types.

<u>Appendix C – Funding Resources</u>. This appendix reviews available federal and state funding programs. Nearly all these funding programs are competitive and only qualifying projects are eligible.

<u>Appendix D – Glossary</u>. This is a comprehensive glossary of commonly used terms. As stated above, Chapter 1 includes key terms that are sourced from the Glossary.

<u>Appendix E – Public Outreach and Community Engagement</u>. Included in Appendix E are a compilation of public comments received at the public meetings held August 8, 2022 and October 12, 2022; the results of the October 2022 community survey, comments letters received by the City as of May 15, 2023, and stakeholder interviews completed to date.

Approach to Meet the Regional Housing Needs Allocation (RHNA)

Government Code Section 65583.2(c)(2)(C) provides that a site may be presumed to be realistic for development to accommodate lower income housing need if, at the time of the adoption of the housing element, a development affordable to lower income households has been proposed and approved for development on the site. As discussed in section 1.0 of Appendix B, in March 2023, the Mt. Shasta Planning Commission adopted a mitigated negative declaration, and approved a conditional use permit and architectural review for the development of a 25-unit multifamily affordable housing development on a vacant in-fill property. The housing development is known as Mountain Townhomes, and twenty-four of the units will be affordable to lower income households. Danco Communities, the developer of Mountain Townhomes, is seeking Tax Credit Allocation Committee funding to support the development. To assure long-term affordability in compliance with the TCAC funding, the 24 units will be subject to a 55-year affordability covenant.

Based on a review of available information, the City's Consultant estimates that the Mountain Townhomes site and development meets the criteria of Government Code Section 65583.2(c)(2)(C). As such, the site and development is identified as the City's 6th cycle RHNA site in section 1.0 of Appendix B. The final determination, however, is made by HCD.

Given this, in Table 1 of this staff report the Mountain Townhomes site and development is identified as the City's <u>preferred</u> RHNA site. Table 1 of this staff report identifies six Optional Sites that meet the statutory requirements but are subject to other consideration.² Further consideration of the six Optional Sites would occur if HCD finds the Mountain Townhomes site and development cannot be used to meet for the City's 6th cycle RHNA.

As discussed as part of the May 16, 2023 Planning Commission meeting, the City's Consultant recommends that the Draft Housing Element that is submitted to HCD for their 90-day review identify only the Mountain Townhomes site and development to reduce confusion. One anticipated outcome

² Statutory criteria met: site size is 0.50 acres or greater but does not exceed 10 acres. The site is presently within the City's public water and sewer service area, or essential services will be at the site within 6th cycle's eight year planning period. The site's principal zone allows by-right multifamily residential as a by-right use with a minimum density of 15 dwelling units per acre.

of HCD's 90-day review will be a determination whether the Mountain Townhomes site meets the criteria of the Government Code cited above. Should HCD raise substantive objections to the Mountain Townhomes site as the City's RHNA site, at that time the six Optional Sites will be considered and evaluated further.

Next Steps

The City is currently working toward a deadline of June 2023 to submit the draft Housing Element to HCD for an initial 90-day review cycle. Following receipt of HCD's findings of compliance with State housing law, the City will make any needed revisions to the draft Housing Element.

Depending on the outcome of HCD's initial review, the City has the option to prepare a revised submittal for a second 60-day HCD review cycle. Following HCD's review, the City will make necessary revisions and prepare the final Housing Element for review at a Planning Commission public hearing in September 2023. The City Council is expected to adopt the Housing Element in October 2023.

Attachments

- 1. Table 1: Sites identified to Meet Mt. Shasta's 6th Cycle RHNA: Preferred Site and Optional Sites and Map showing location
- Chapters 1-3 of the 2023-2031 Housing Element Public Review Draft of May 17, 2023.
 Appendices A-E are available in full at https://mtshastaca.gov/planning/ and https://mtshastaca.gov/planning/

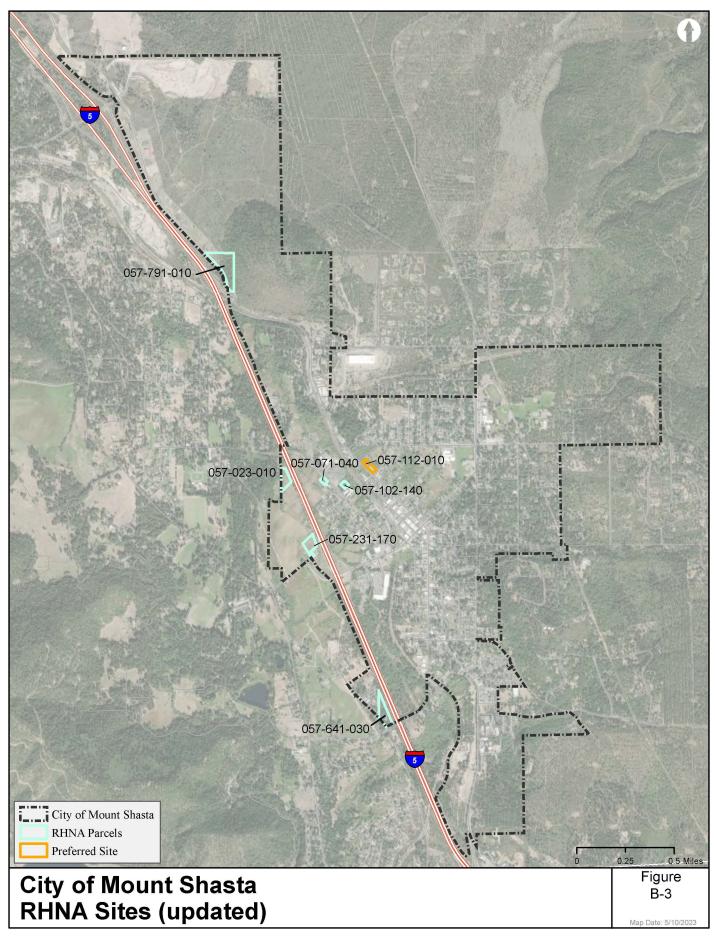
 $\label{eq:Attachment 1}$ Sites Identified to Meet Mt. Shasta's 6^{th} Cycle RHNA 3

APN	GPLU	Zoning	Max. # Units/Acre	Realistic Develop- ment %	Realistic # of Units	Acres	Square Feet	Wetland	Very High Fire Severity	Other Considerations
Preferred RHNA	Site									
057-112-010	CC	C-1	20	25*	25*	1.2	50,000.0	Yes	No	Identified as RHNA site pe GC § 65583.2(c)(2)(C)
Optional RHNA	Sites									
057-071-040	HDR	R-3	20	15	8	0.5	21,780.0	No; Other Waters of the United States (OWOTUS)	No	Vegetative ditches deline- ated as Other Waters of the United States in Recir- culated Mitigated Negative Declaration for the Golden Eagle Charter School, dated August 2020, present along the perimeter of two of the parcel boundaries.
057-102-140	CC	R-3	20	15	9	0.6	24,393.6	No	No	Aerial imagery of vegetation indicates possible presence of waterbodies and/or wetlands

³ This is the same table as Table B-2 "RHNA Sites" contained in Appendix B of the May 2023 Housing Element Public Review Draft.

APN	GPLU	Zoning	Max. # Units/Acre	Realistic Develop- ment %	Realistic # of Units	Acres	Square Feet	Wetland	Very High Fire Severity	Other Considerations
057-023-010	tbd	C-1	20	10	25	2.5	108,712.0	No	No	The site may be challenging because transit and commercial services are located on the east side of I-5. The overpass over I-5 does not feature pedestrian- or bike-friendly features. Site is in very close proximity to I-5 and associated excessive noise levels.
057-231-170	tbd	C-1	20	10	27	2.7	117,251.9	No	No	The site may be challenging because transit and commercial services are located on the east side of I-5. The overpass over I-5 does not feature pedestrian- or bike-friendly features. Site is in very close proximity to I-5 and associated excessive noise levels.
057-641-030	tbd	C-2	20	10	39	3.8	165,913.5	No	Yes	The site may be challenging because transit and commercial services are located on the east side of I-5. The overpass over I-5 does not feature pedestrian- or bike-friendly features. Site is in very close proximity to I-5 and associated excessive noise levels.

			Max.#	Realistic Develop-	Realistic # of				Very High Fire	
APN	GPLU	Zoning	Units/Acre	ment %	Units	Acres	Square Feet	Wetland	Severity	Other Considerations
057-791-010	CC	C-2	20	10	87	8.6	376,761.7	No	Yes	The site may be challenging because transit and commercial services are not located within a 1/4 mile. Adjacent lands are undeveloped or sparsely developed, with no adjoining or nearby residential uses.
				Total	195 Units	18	8.7 Acres			



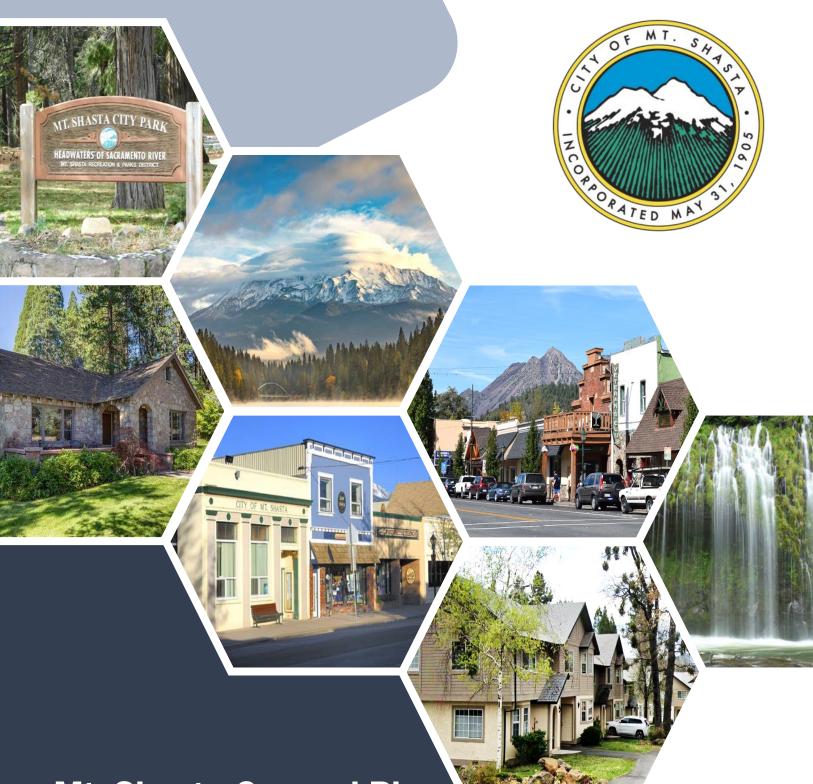
Attachment 2

Chapters 1-3 of the 2023-2031 Housing Element Public Review Draft of the Mt. Shasta 2023-2031 Housing Element Public Review Draft of May 17, 2023

Appendices A-E are available in full at https://mtshastaca.gov/planning/ and https://www.siskiyou-housing.com/mt-shasta/. Chapters 1-3 are also available at both webpages cited/linked above.

A full paper copy of the Public Review Draft are available for review at City.

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Mt. Shasta General Plan

HOUSING ELEMENT

6TH CYCLE (2023 - 2031)

Public Review Draft May 17, 2023



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CHAPTER 1 – INTRODUCTION

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1.0 Overview

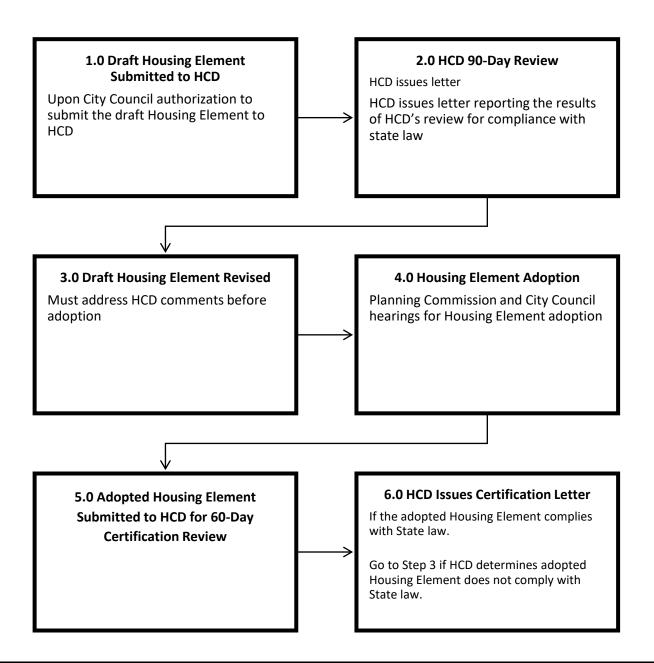
The Housing Element is a mandatory general plan element, and is an element of the Mt. Shasta General Plan. State law establishes that each city accommodate its fair share of affordable housing as an approach to distributing housing needs throughout the sState. State Housing Element law also recognizes that in order for the private sector to address housing needs and demand, local governments must adopt land-use plans and implementing regulations that provide opportunities for, and do not unduly constrain, housing development by the private sector. Unique from other general plan elements, State law requires local governments update their housing element every eight years.

Housing Elements are also subject to detailed statutory requirements. Unlike other general plan elements, Housing Elements are subject to review and approval (referred to as "certification") by the State. The California Department of Housing and Community Development (HCD) reviews every local government's Housing Element and determines whether it complies with state law. Because the Housing Element is part of the City's General Plan, obtaining HCD-housing element approval from HCD is critical for maintaining the City's General Plan compliance. AdditionallyMoreover, often there are State funding programs for transportation, infrastructure, and housing that require (or consider) a local jurisdiction's compliance with Housing Element Law. Figure 1 below illustrates the process of Housing Element preparation and adoption and HCD's role in this process.

The Housing Element is a policy document that identifies Mt. Shasta existing and future housing needs and establishes proposed actions to facilitate the provision of housing to meet those needs at for all income levels. The Housing Element's policies and programs in Chapter 2 reflect a combination of the unique concerns of the local Mt. Shasta community along with new state State housing mandates that aim to allow for the "attainment of decent housing and a suitable living environment for every Californian". The purpose of the Housing Element is to establish specific goals and policies relative to the provision of housing, and to adopt a program to accomplish the City's housing goals and policies. In addition, the Element identifies and analyzes housing needs and resources and constraints to meeting those needs.

City of Mt. Shasta 6th Cycle Housing Element

Figure 1



This is Mt. Shasta's sixth Housing Element and it plans for the years 2023-2031. State law (Government Code Sections 65580 through 65589) mandates the contents of the Housing Element. By law, the Housing Element must contain all of the following:

- An analysis of housing needs of the city's population and to adequately plan to meet the existing and projected housing needs, including the jurisdiction's share of the regional housing needs allocation (RHNA).
- An inventory of land suitable for residential development, including vacant sites and sites having the potential for redevelopment.
- An analysis of housing constraints that impact housing production that identifies and analyzes potential
 and actual governmental constraints to the maintenance, improvement, or development of housing for
 all income levels, including housing for people with disabilities.
- Programs that implement the city's housing policies. Each jurisdiction must identify specific programs in
 its housing element that will allow it to implement the stated policies, and achieve the stated goals and
 objectives.
- An analysis of the jurisdiction's progress to implement the housing programs of the previous housing element, and the effectiveness of the programs.
- Actions that meaningfully promote and further fair housing opportunities in the community.

The Housing Element must also identify adequate residential sites available for a variety of housing types for all income levels; assist in developing adequate housing to meet the needs of very low-, low-, and moderate-income households; address governmental constraints to housing maintenance, improvement, and development; address the conservatione of the existing affordable housing stock, and how the condition of the existing housing stock in need of improvement the condition of the existing affordable housingwill be achieved stock; and promote housing opportunities for all persons.

Even though the focus of the Housing Element is on lower- and moderate-income households, the Element must address the housing needs and policy issues for the entire community and be consistent with the adopted policies of the rest of the General Plan.

2.0 Regulatory Context

Since Mt. Shasta's 5th cycle Housing Element was adopted in 2014, a significant number of housing laws have been enacted. These new housing laws mandate new analyses or programs in each Housing Element and apply to the 2023-2031 Mt. Shasta Housing Element update. Wherever available, City staff has consulted the HCD guidance memos to prepare this Housing Element. These housing and Housing Element new laws include, but are not limited to:

• Accessory Dwelling Units (AB 3182, AB 671, AB 68, AB 587, AB 670, AB 881, SB 13) – These new laws limit local jurisdictions' ability to restrict the development of accessory dwelling units (ADU) in a variety of ways and mandate streamlined, ministerial approval of ADUs within defined conditions. For the purpose of the Housing Element, they clarify that a local agency may identify an ADU or JADU as an adequate site to satisfy RHNA housing needs. AB 671 specifically requires that Housing Elements include a plan to

incentivize and promote the creation of ADUs that can offer affordable rents for very-low, low-, or moderate-income households.

- Affirmatively Furthering Fair Housing (AB 686) All Housing Elements adopted on or after January 1, 2021, must contain an Assessment of Fair Housing (AFH) prepared in accordance with HCD program guidance, an analysis of the Adequate Sites Inventory, a matrix of identified contributing factors to fair housing issues, and a program of actions that promote and affirmatively further fair housing opportunities throughout the community.
- No Net Loss (SB 166) As jurisdictions make decisions regarding zoning and land use, and as development
 occurs, jurisdictions must have a program to assess their ability to accommodate new housing on the
 remaining sites in their Housing Element site inventories. A jurisdiction must add adequate sites if land
 use decisions or development results in a shortfall of sufficient sites to accommodate its remaining
 housing need for each income category.
- Replacement housing (Gov. Code § 65583.2 subd. (g)(3)) A program for a policy requiring developers
 provide replacement units when occupied by, or deed restricted to lower-income households within the
 last 5 years, are converted or demolished
- Site Inventory (SB 6, AB 1397, AB 1486, AB 686, AB 725) The Housing Element establishes a jurisdiction's strategy to plan for and facilitate the development of housing over the planning period by providing an inventory of land adequately zoned or planned to be zoned for housing and programs to implement the strategy. These laws modified the content of the site inventory, including new analyses for capacity calculations, infrastructure requirements, suitability of non-vacant sites, size of site and density requirements, location requirements, sites identified in the previous Housing Element and rezone program requirements, among others.
- Emergency shelters and other emergency housing (AB 101, AB 2339) provides that the sites identified for emergency shelters must be in residential areas or are otherwise suitable, thus prohibiting local governments from situating shelters in industrial zones or other areas disconnected from services. The law also seeks to ease constraints on the development of emergency shelters by requiring that any development standards applied to emergency shelters be "objective." AB 101 added navigation centers as a form of housing to help alleviate homelessness, and as a use by-right as specified.
- Supportive housing developments (AB 2162) Mandate for local governments to allow qualifying permanent supportive housing developments as a by-right use in multifamily and mixed use zones.

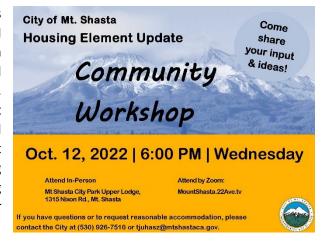
3.0 Public Participation

Public participation is an important part of developing the City's Housing Element. The information obtained through public meetings, surveys, and stakeholder interviews provide insight to the true needs of the community. While the City's RHNA may be low, the actual need of the community may be much greater. Through the public participation process the City can identify what issues and obstacles people may be experiencing when trying to find housing. As part of the Housing Element update process, the City implemented the State's public participation requirements in Housing Element Law, set forth in Government Code Section 65583(c)(7), that jurisdictions "...shall make a diligent effort to achieve participation of all economic segments of the community in the development of the housing element."

The Housing Element was developed through the combined efforts of City staff, the Planning Commission, the City Council and the City's consultant. The inclusion of community stakeholders in the Housing Element public participation process helps ensure appropriate housing strategies are more efficiently and effectively evaluated, developed, and implemented. In an effort to involve all segments of the community, City staff and consultants developed a community outreach program including announcements on the City website, interviews, opportunity for housing element review and input at Planning Commission and City Council workshops and hearings. Public participation played a critical role in the formulation and refinement of the City's housing goals, policies, and programs. Public comments received during public meetings and workshops, as part of the community surveys, as written correspondence submitted to the City, etc. has been reviewed, and input that relates directly and is consistent with State housing element law and HCD requirements has been incorporated. The City's outreach efforts are summarized below.

City Council Meeting on August 8, 2022: This meeting was noticed on the City's website, email notification to interested parties was sent out, and flyers were distributed online with print copies posted at City Hall. The meeting presentation introduced the Housing Element and update process, provided an overview of the essential components of housing elements, reviewed the City's regional housing needs allocation (RHNA), identified recent legislation, discussed current City demographics, and gathered public input on housing needs and opportunities.

Public Workshop on October 12, 2022: This meeting was noticed on the City's website, email notification to interested parties was sent out, and flyers were distributed online with print copies posted at City Hall. The meeting was conducted in person with an option for attendees to participate virtually. The meeting presentation introduced the Housing Element and update process, provided an overview of the essential components of housing elements, identified recent legislation, and discussed current City demographics. Meeting participants were asked to: describe their experience seeking out housing, identify challenges and/or opportunities for housing, and to identify housing priorities in the City.



Verbal comments received during these two workshops are compiled and presented in Appendix E. Attendees of these meetings expressed the desire to preserve Mt. Shasta's village/small town feel and the natural amenities, and concern that denser residential development may change that. Many commenters expressed concern about the availability of jobs and housing affordability; the impact of short-term rentals and second homes on the availability of housing in the City. Also, concern was expressed regarding long-term rental properties being held vacant. Also, commenters noted that people are spending too much money for housing, leaving less money for food and other necessities regardless of tenure. Commenters also indicated that increasing costs for construction materials and labor contribute to increasing housing costs.

Commenters offered suggestions for improving affordability: adaptive reuse of the Crystal Geyser (a former water bottling plant that is outside City limits) and Roseburg Landing (former lumber mill property owned by the City) properties; allowances for tiny house villages; community land trusts; building regulations that allow for alternative sustainable and more affordability construction materials and techniques.

Community Survey: From October 12, 2022 until November 15, 2022, an anonymous community survey was released to solicit input on housing needs and concerns. The survey was made available online using a platform, SurveyMonkey™, is optimized for mobile devices. Paper copies of the survey were also available at City Hall. The City published regular reminders on their website and on their NextDoor™ page to encourage community participation. One hundred ninety-nine (199) surveys were completed. All economic segments of the community, including lower income households, participated in the community survey with 20.6% indicating their household income was under \$30,000. The complete results are contained in Appendix E, and Table 1-1 below provides a summary of the survey results.

Table 1-1

	Question Type	Response (Majority and/or Top 3)
Q1	Live and Work	32.6% Work + live in City
		32.6% Live outside city but rely on City
		19.6% Live in City and retired/do not currently work
Q2	Renter or Owner	74.4% Owner
Q3	Total Monthly Rent or Mortgage	32% Do not pay either
		17.59% \$1,001 – \$1,500
		15.08% \$1,501 – \$2,000
Q4	Live in City Limits	38.7% Do not live in City limits
		20.6% 20+ years
Q5	Length in current residence	46.2% More than 10 years
Q6	Household size	54.8% 2 people
Q7	Housing Type	82% Single family residence
Q8	# of dwelling units on property	75.4% 1 dwelling unit
Q9	Satisfied w/ current housing	84.4% Yes
Q10	Desire to own home in City	49.8% Other: Already own (in or out of City)
Q11	Places within 1 mile: Top 3	65% Grocery
		64% Park
		57% School
Q12	New housing barriers: Top 3	44% People cannot afford to build
		32% Community resistance to build
		30% Permitting too expensive
Q13	Agree/ Disagree: Existing Housing stock/ conditions	67% lacks adequate/ affordability
		70% lacks adequate rental housing
Q14	Type of housing needed:	80% Affordable apartment rentals

	Question Type	Response (Majority and/or Top 3)
		70% Senior housing
		63% Duplexes, condos, attached multi-
		63% Single family residence detached
		58% Transit oriented development (TODs)
		57% special needs, disability, homeless
Q15	Challenges to rental housing	60% N/A - already own
		25% limited affordable long-term housing
Q16	Age	33.7% 61-70 years
Q17	Check all that apply	homeowner/senior
Q18	Total Household Income	20.6% below \$30,000
		19.6% Decline to state
		18.09% Over \$100,000
Q20	How did you hear about survey?	referral

Question 19 of the Community Survey was an optional, open-ended question that asked respondents, "Are there any additional thoughts you would like to add as the Mt. Shasta considers drafting Goals, Policies, and Programs for the Housing Element Update?". Table 1-2 below summarizes the common themes and topics expressed in the 149 responses provided.

Table 1-2 **Question 19: Common Response Themes and Topics**

Too much industrial zoning/increase infill housing Limit short term/vacation rentals Lack of consistent planner Educating/ understanding local community issues Wildfire severity/ increase defensible space Limited economic opportunities Limited rentals accepting pets Preserve Volcanic Legacy Scenic Byway/ "mountain town" feel Lack of multi-generational housing Lack of land trusts Lack of ADUs/ expensive permitting Existing housing stock is outdated/lack of updated units/SFR Increase markings for roadways that are shared for bicycles and automobiles. Increased economic dislocation

Housing Element Webpage: In addition to posting meeting notices and Housing Element update information on the City's website, a webpage dedicated to the 2023-2031 Housing Element update was created and maintained (https://www.siskiyou-housing.com/mt-shasta/). This webpage provided easy access to project documents including Housing Element information and resources, meeting presentations, survey link and results, and ability to submit comments and sign up for notices through the contact form.

Stakeholder Interviews: In the late summer/early fall of 2022, the City reached out to a broad range of stakeholders including those working to address special needs housing issues, transitional and supportive housing needs, and community health issues in the City and the County. However, due to recent wildland fires, one in Weed and one near Yreka, only two stakeholders were available for an interview and complete the stakeholder survey. In Spring 2023, the City will be reinitiating stakeholder interviews.

The executive directors of Great Northern Services and the Mt. Shasta Community Resource Center were able to provide input, and their complete questionnaires are included Appendix E. The Project team asked interviewees about fair housing issues, and sought opinions on possible solutions to overcome constraints. The input the City has received as of this writing is incorporated into its AFFH analysis in Appendix A and housing plan, as well as into a variety of programs throughout the policies and programs (see Chapter 2). Many of the issues identified in the two interviews are similar to those expressed in the October 2022 community survey discussed above:

- There is a need for a variety and balance of housing types for the City's demographics.
- Need housing that is affordable for all incomes categories.
- Need to improve/centralize information available about housing programs including available rentals.

- Low inventory of housing, and limited availability of rental housing
- High rent/prices relative to the rest of Siskiyou County.
- Infrastructure is a constraint, including costs associated with connections and upgrades.
- Short term rentals are negatively affecting the availability of housing.
- Housing types that by design are less costly and quicker to build, e.g., permanent tiny homes, manufactured housing.
- Other issues affecting housing include fires, climate, drought.
- Displacement that was caused by recent fires.
- Aging infrastructure in older towns, and infrastructure replacement cost is high.

These needs identified to date are incorporated into this document through policies and programs that encourage a diverse range of housing types that can be accessed by individuals and families from all income levels, and remove governmental barriers to housing production.

Local and regional stakeholders identified during the Housing Element update process were:

- Dignity Health, Mercy Medical Center
- PSA 2 Area Agency on Aging
- Siskiyou County Domestic Violence & Crisis Center
- Cascade Small Business Development Ctr
- Danco
- Far Northern Regional Developmental Disabilities Center
- Great Northern Services
- Karuk Tribal Commission or Karuk Housing Authority
- Mt. Shasta Chamber of Commerce
- Mt. Shasta Community Resource Center
- Mt. Shasta Senior Citizens Nutrition Program
- NorCal Continuum of Care
- Remi Vista
- Siskiyou Community Resource Collaborative
- Siskiyou County Association of Realtors
- Siskiyou County Economic Development Council
- Siskiyou County Public Health and Community Development
- Siskiyou County Special Education Office
- Siskiyou Habitat for Humanity
- Siskiyou Home Health Services
- Siskiyou Opportunity Center
- Team Shasta

4.0 General Plan Consistency

This Housing Element is a stand-alone document intended to replace the City's previous Housing Element adopted in 2014. It is intended to become an integral part of the City's. existing General Plan. Chapter, section, objective, and program numbering in this Housing Element conform to that of the Mt. Shasta General Plan (2008).

The California Government Code requires internal consistency among the various elements of a general plan. Section 65300.5 of the Government Code states that the general plan and the parts and elements thereof shall comprise an integrated and internally consistent and compatible statement of policies for the adopting agency. Section 65302 of the Government Code requires cities and counties to amend the safety and conservation element of the general plan to include analysis and policies regarding flood hazard and flood management information. The Federal Emergency Management Agency has not mapped floodplains in the Mt. Shasta planning area, with the exception of the shore of Lake Siskiyou and a narrow fringe area along the Sacramento River. This area is outside the City limits and will not constrain development within the city.

The City has reviewed the other adopted elements of the general plan and has determined that this element is consistent. The City will maintain this consistency as future general plan amendments are processed by evaluating proposed amendments for consistency with all elements of the general plan.

5.0 Analysis of the Previous Housing Element

An important aspect of the Housing Element is an evaluation of achievements of the implementation of programs included in the previously adopted Housing Element. The evaluation provides valuable information on the extent to which programs have been successful in achieving stated objectives and addressing local needs, and the extent to which these programs continue to be relevant in addressing current and future housing needs in Mt. Shasta. The evaluation also provides the basis for recommended modifications to programs and the establishment of new objectives in the Housing Element. Chapter 2 – Goals, Policies, and Programs contains the City's objectives and programs for the past planning period (2014-2019).

6.0 Looking Ahead

During the 6th cycle planning period (2023 to 2031), the City will pursue opportunities for regional coordination to better address housing issues. While housing issues may not be uniform between Siskiyou County and the eight cities, Mt. Shasta believes there are likely more shared issues and solutions as many housing issues do not occur in isolation. Also, there are many small jurisdictions in Siskiyou county and bringing the resources to bear to prepare a legally sufficient housing element is overly burdensome, and for that reason prior to the start of the 7th cycle, the City would appreciate the Department of Housing and Community Development being willing to support the preparation of a regional housing element for the Siskiyou county region.

7.0 Key Definitions and Acronyms

Below are commonly used and important terms and acronyms used throughout the Housing Element, although this is a partial list. Please see Appendix D – Glossary for a comprehensive list.

AB. Assembly Bill. Oftentimes the year that the bill was signed into law follows in parathesis, e.g., AB 5 (2021).

Above Moderate Income. Above moderate income households are defined as households with incomes over 120 percent of the county median.

Accessory Dwelling Unit (ADUs). Accessory dwelling units are also commonly referred to as secondary units, granny flats, or cottages, are small secondary small dwelling units located next to or attached to a single-family home.

Affirmatively Furthering Fair Housing (AFFH). Affirmatively Furthering Fair Housing, also known as Assembly Bill 686, is defined as "taking meaningful actions, in addition to combating discrimination, that overcome patterns of segregation and foster inclusive communities free from barriers that restrict access to opportunity based on protected characteristics."

Affordability. Annual cost of housing includes mortgage, principal and interest payments as amortized over 25 years with a 25 percent down payment or gross rent that does not exceed 30 percent of gross annual household income or 30 percent of gross annual income devoted to rental housing, including utilities are defined as "affordable".

American Community Survey (ACS). The American Community Survey is a demographics survey program conducted by the U.S. Census Bureau.

Area Median Income (AMI). This is the median, or middle point, of the incomes of every household in a given area. This means that half of the households in the area earn above the AMI and half of the households earn below it. AMI is a metric that is used to benchmark incomes levels. The income benchmark are calculated and adjusted based on family/household size. Therefore, a single individual will have a lower income threshold than a family of four. Most federal and state housing programs qualify participant eligibility based on household income levels. To accomplish this, many State housing programs utilize the same benchmark of income data released by HCD. The State's AMI may be used also to calculate affordable housing costs for applicable housing assistance programs. State law requires HCD to annually update the AMI limits based on HUD revisions to the Public Housing and Section 8 Income Limits, which HUD also updates annually or nearly so. In accordance with statutory provisions, HCD makes revisions to HUD'S Public Housing Section 8 Income Limits. One of those revisions is, "if necessary, increase a county's area median income to equal California's non-metropolitan median income". The non-metropolitan median income is determined by HUD, and in 2022 it was \$80,300 for California. HCD applied HUD's on-metropolitan income to The-Siskiyou &County AMI-for 2022, resulting in an AMI benchmark of is-\$80,300 for a family of four. The median household income (in 2021) dollars for California is \$84,097.

At-Risk Housing. Applies to existing subsidized affordable rental housing units, especially federally subsidized developments, that are threatened with conversion to market rents because of termination of use restrictions, due to expiration or non-renewal of subsidy arrangements.

By-Right. The City's review of the owner-occupied or multifamily residential use may not require a conditional use permit, planned unit development permit, or other discretionary local government review or approval that would constitute a "project" for purposes of Division 13 (commencing with Section 21000) of the Public Resources Code. Any subdivision of the sites shall be subject to all laws, including, but not limited to, the City's ordinance implementing the Subdivision Map Act. A City ordinance may provide that "use by right" does not exempt the use from design review. However, that design review shall not constitute a "project" for purposes of Division 13

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¹ See HCD's briefing materials for the State Income Limits for 2022: https://www.hcd.ca.gov/docs/grants-and-funding/inc2k22.pdf
² Ibid.

(commencing with Section 21000) of the Public Resources Code. [Reference Government Code section 65583.2 (i))]

Comprehensive Housing Affordability Strategy (CHAS). Each year, the U.S. Department of Housing and Urban Development (HUD) receives custom tabulations of American Community Survey (ACS) data from the U.S. Census Bureau. These data, known as the "CHAS" data, demonstrate the extent of housing problems and housing needs, particularly for low income households.

Density. This refers to the number of housing units on a unit of land (e.g., ten units per acre).

Disability. As used in Appendix A, Needs Assessment, the 2020 American Community Survey (ACS) and Puerto Rico Community Survey 2020 Subject Definitions, are used. Disability is defined as the product of interactions among individuals' bodies; their physical, emotional, and mental health; and the physical and social environment in which they live, work, or play.

Dwelling Unit. Any residential structure, whether or not attached to real property, including condominium and cooperative units and mobile or manufactured homes. It includes both one-to-four-family and multifamily structures. Vacation or second homes and rental properties are also included.

Emergency Shelter. Housing with minimal supportive services for persons experiencing homelessness and occupancy is limited to six months or less. No individual or household may be denied emergency housing because of inability to pay. Emergency shelter includes other interim housing interventions, including but not limited to, a navigation center, bridge housing, and respite or recuperative care. [Government Code Sections 65582(d) and 65583(a), and Health and Safety Code Section 50801]

Extremely Low Income (ELI) Households. Extremely low income is a subset of very low-income households, and is defined as 30 percent (or less) of the county area median income.

Gov't Code, Gov. Code, or GC. The Government Code of the State of California.

Household. A household is made up of all persons living in a dwelling unit whether or not they are related by blood, birth, or marriage.

HUD. The United States Department of Housing and Urban Development is cabinet level department of the federal government that oversees program and funding for affordable housing laws, development, and federally funded financial assistance.

Income Categories. The federal and state governments require that local jurisdictions consider the housing needs of households in various "income categories." Income categories are determined by the median household income at the local level.

Junior Accessory Dwelling Unit. A junior accessory dwelling unit (JADU) means a housing unit that is no more than 500 square feet in size and contained entirely within an existing single-family structure. A JADU may include separate sanitation facilities, or may share sanitation facilities with the existing structure. (Reference: Gov. Code § 65852.22(g)(1).)

Low Income (LI) Households. Low income households are defined as households with incomes between 50 percent and 80 percent of the area median household income.

Median Income. Each year, the federal government calculates the median income for communities across the country to use as guidelines for federal housing programs. Area median incomes are set according to family size.

Moderate Income Households. Moderate-income households are defined as households with incomes between 80 percent and 120 percent of the county median.

Mt. Shasta Municipal Code (MSMC). Pursuant to the California Government Code, the adopted Mt. Shasta Municipal Code is prepared by the City Clerk and City Attorney of the City of Mt. Shasta, and as published by the City of Mt. Shasta.

<u>Multifamily Dwelling.</u> A structure containing two or more dwelling units for the use of individual households; an apartment or condominium building is an example of this dwelling unit type.

Regional Housing Needs Assessment (RHNA). A determination by a council of governments (COG) (or by the California Department of Housing and Community Development (HCD) of the existing and projected need for housing within a region. The RHNA numerically allocates the future housing need by household income group for each locality within the region. This housing allocation must be reflected in the locality's housing element of the general plan.

SB. Senate Bill. Oftentimes the year that the bill was signed into law follows in parathesis, e.g., SB 10 (2021)

The California Department of Housing and Community Development (HCD). This department within the California Business, Consumer Services, and Housing Agency "helps to provide stable, safe homes affordable to veterans, seniors, young families, farm workers, people with disabilities, and individuals and families experiencing homelessness". HCD is responsible for reviewing and approving all Housing Elements in the state.

Very Low Income (VLI) Households. Very low-income households are defined as households with incomes less than 50 percent of the median income.

CHAPTER 2 – GOALS, POLICIES, AND IMPLEMENTATION PROGRAMS

This chapter of the Housing Element contains the City's goals and policies, and the proposed strategy to implement its-the City's housing goals and policies. The objective of the housing programs goals and policies are to address reflect the housing needs, the constraints to housing production, and the contributing factors to fair housing that are identified in Appendix A. identified in the Housing Needs Assessment contained in Appendix A, including the community profile in Appendix A, Affirmatively Furthering Fair Housing in Appendix A, and Constraints. Available funding resources for housing are discussed in Appendix A-C and are integrated into City's strategy programs when applicable. Each proposed implementing action program contains a description of the intended action, an explanation of the responsible agency, possible sources of funding (if applicable), the time frame during which the program would take effect, and anticipated results. Whenever possible, the anticipated results have been expressed in quantified terms.

According to the Governor's Office of Planning and Research (Appendix E, State General Plan Guidelines, accessed February 1, 2023), a goal is an ideal future end related to the public health, safety, or general welfare. A goal is a general expression of community values and, therefore, may be abstract in nature. Consequently, a goal is generally not quantifiable or time dependent. A policy is a specific statement that guides decision-making. It indicates a commitment of the local legislative body to a particular course of action. A policy is based on and helps implement a general plan's vision. A policy is carried out by implementation measures. An implementation measure is an action, procedure, program, plan, or technique used to carry out a Housing Element goal and policy.

Required Program Components

To make adequate provision for the housing needs of people all income levels, to comply with State housing element a jurisdiction must, at a minimum, identify programs that do all of the following:

- Identify adequate sites, with appropriate zoning and development standards and services to accommodate the locality's share of the regional housing needs for each income level.
- Assist in the development of adequate housing to meet the needs of extremely low-, very low-, low-, and moderate-income households.
- Address and, where possible, remove governmental constraints to the maintenance, improvement, and development of housing, including housing for people at all income levels, as well as housing for people with disabilities.
- Conserve and improve the condition of the existing affordable-housing stock.
- Preserve assisted housing developments at-risk of conversion to market-rate.
- Promote equal housing opportunities for all people, regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability.
- Explicitly address, combat, and relieve disparities resulting from past and current patterns of segregation to foster more inclusive communities, address disparities in housing needs and access to opportunity, and foster inclusive communities.

For each program, the jurisdiction must identify a schedule of actions during the planning period, the agencies and officials responsible for implementation, and identification of funding sources to implement the program. Appropriate grant programs that will be applied can be identified as a funding source.

To affirmatively furthering fair housing, jurisdictions must establish goals, policies, and actions based on the identified contributing factors, and the priority of those factors. Government Code section 8899.50 requires "meaningful actions" well beyond combating discrimination to overcome patterns of segregation and foster inclusive communities. These actions, as a whole, must:

- Address significant disparities in housing needs and in access to opportunity;
- Replace segregated living patterns with truly integrated and balanced living patterns;
- Transform racially and ethnically concentrated areas of poverty into areas of opportunity; and
- Foster and maintain compliance with civil rights and fair housing laws, to-address Mt. Shasta's fair housing issues and the contributing factors.

The identified contributing factors are prioritized in Appendix A. Table 2-3, Goal HO-7, contains Mt. Shasta's AFFH action plan to address the identified contributing factors to overcome identified patterns of segregation and affirmatively further fair housing.

The Goals of the Housing Element and the number of Policies and Programs within each Goal are as follows:

- GOAL HO-1 Provide Adequate Sites
- GOAL HO-2 Ensure the Availability of a Variety of Housing Types
- GOAL HO-3 Conserve, Rehabilitate, and Enhance the Condition of the Existing Housing Stock and Residential Neighborhoods.
- GOAL HO-4 Facilitate the Provision of Housing Suited to Persons with Special Needs
- GOAL HO-5 Encourage and Support the Development of Affordable Housing
- GOAL HO-6 Encourage Sustainable Housing Development and Energy Conservation
- GOAL HO-7 Promote Equal and Fair Housing Opportunities for All People

Use of the California icon below denotes Mt. Shasta's programs that fulfill a specific State housing law requirement. Table 2-1 below, lists the 18 programs that are intended to meet a State housing law mandate and is for quick reference. While there are programs that do not have the California icon, these programs are intended to meet one or more of the required program components discussed above. Also, some programs are included in response to public input received during meetings.

Table 2-1 Programs to Meet a Specific State Law Requirement			
HO-1.3.1	HO-2.3.5	HO-4.2.1	
HO-1.3.2	HO-2.3.6	HO-4.2.2	
HO-1.3.3	HO-2.3.7	HO-4.2.3	
HO-2.2.1	HO-2.4.1	HO-4.2.4	
HO-2.3.1	HO-3.2.1	HO-4.2.5	
HO-2.3.2	HO-3.3.1	HO-7.1.1	

Use of the fair housing icon below denotes Mt. Shasta's programs that are meaningful actions to affirmatively further fair housing in the City.

Priority Programs that Require Amendments <u>to</u> the Mt. Shasta Municipal Code

City staff have identified the following Programs that require amendments to the Mt. Shasta Municipal Code and are high priority. These programs are identified as high priority because they implement State housing law, have been included as programs in at least one previous housing element, and/or the necessary Zoning Code amendments have not been completed to date. As such, the City has committed General Fund monies to initiate and complete the amendments, with the amendments to be completed, i.e., adopted, within one year of adoption of the 2023-2031 Housing Element.

Table 2-2 Priority Programs		
HO-1.3.3	Subprograms 3), 4), 5a) and 5b) of HO-4.2.1	
HO-2.3.1	HO-4.2.2	
HO-2.2.6	HO-4.2.3	
HO-2.3.6	Subprograms 1), 2), and 5) of HO-4.2.4	

GOAL HO-1 - PROVIDE ADEQUATE SITES

The City of Mt. Shasta shall provide adequate sites to accommodate the City's housing needs and regional housing needs by always ensuring there is an adequate supply of land for residential development.

Policy HO-1.1

The City shall encourage and facilitate the construction of housing to meet the City's share of regional housing needs during the 2023-2031 Housing Element planning period of at least one (1) extremely low income unit and one (1) low income unit. In addition to Mt. Shasta's share of the regional housing needs, the City shall encourage

and facilitate the rehabilitation and construction of the following number of housing units according to the following income levels:

Table 2-3
City of Mt. Shasta's Quantified Objectives, 2023-2031

	Extremely Low Income	Very Low Income	Low Income	Moderate Income	Above Moderate Income	Total
New Construction	7	7	10	9	25	58
Rehabilitation	3	3	3	0	0	9
Preservation	0	14	14	0	0	28
Totals	16 10	27 24	30 27	9	25	107 95

Policy HO-1.2

Ensure Mt. Shasta provides adequate sites with appropriate zoning and available public facilities and services to meet the City's share of regional housing needs for all income groups during the housing element planning period. These lands shall be available at any time with appropriate General Plan and Zoning regulations for residential development to reduce the impact that the lack of available land may have on the cost of single-family and multifamily development.

Policy HO-1.3 (was Policy HO-2.4 in the 2014-2019 HE)

The City shall not place any condition of approval that lowers the proposed density of a residential project if the project otherwise conforms to the General Plan, zoning, and/or development policies in effect, unless the requisite findings required by Government Code Section 65589.5 et seq. are made.

Program HO-1.3.1

To ensure at all times during the planning period the City has an adequate inventory to accommodate its designated regional housing need allocation, the City will evaluate and make written findings for entitlement and building permit applications seeking to develop designated inventory sites for decreases in density and affordability of housing units consistent with No Net Loss Law, Government Code Section 65863 et seq. If project approval will result in an inventory deficit, steps will be taken to replace the lost inventory sites by rezoning qualified properties in other areas as needed to meet the City's remaining RHNA for lower-income households in accordance with Government Code Section 65863 et seq.

Administration: Planning Department, City Manager

Funding: Application fee, General Fund

Timing: On a project-by-project basis; the City shall conform with the provisions of Government Code

Section 65863 et seq. if an inventory deficit is found

Program HO-1.3.2 (was Implementation Measure HO-1.2.1)

Every year, as part of the annual Housing Element review, the City shall review the vacant land inventory with the objective of ensuring the City can accommodate a variety of housing types. If a deficiency is projected to occur, the City shall take steps to change the General Plan and zoning as needed to increase the amount of available land. The City shall make the inventory available to the public, especially the development community, for their information and use.

Administration: Planning Department, City Manager

Funding: General Fund **Timing:** Annually.

Program HO-1.3.3

- 1) In compliance with State law, i.e., subparagraph (a) of Government Code Section 65589.7, the City shall deliver the adopt housing element to all public agencies that provide water and sewer service in the City of Mt. Shasta.
- 2) The City shall grant priority for the provision of water and sewer services to proposed developments that include housing units affordable to lower income households, in compliance with State law, i.e., subparagraph (a) of Government Code Section 65589.7.
- 3) In compliance with State law, i.e., subparagraph (b) of Government Code Section 65589.7, the City shall establish written policies and procedures that grant priority for water and sewer to proposed development that includes housing affordable to lower-income households.

Administration: Planning Department and Department of Public Works, and City Manager

Funding: General Fund

Timing: 1) Within thirty (30) days of adoption of the 2023-2031 Housing Element; 2) Immediately and at all times for the duration of the 2023-2031 Housing Element; 3) within <u>five-one</u> years from adoption of the Housing Element.

Policy HO-1.4

With all due consideration to financial constraints, and consistent with other General Plan policies, the City shall encourage, participate, and cooperate in extension of City services to currently unserved and underserved areas, including direct financial participation when deemed appropriate by the City Council.

Program HO-1.4.1 (was Implementation Measure HO-1.5.1)

Subject to availability of funding, the City shall work with developers of housing located outside existing sewer and/or water service areas, or in areas where existing systems are at or near capacity, to develop or improve essential utility systems to facilitate housing development. City assistance may involve direct participation in improvements or cooperation in the formation of assessment districts or other means of financing necessary improvements.

Administration: City Manager **Funding:** To be determined.

Timing: As opportunities are recognized.

GOAL HO-2 - Ensure the Availability of a Variety of Housing Types

Mt. Shasta shall remove governmental constraints on the development, maintenance, and improvement of housing to ensure a variety of housing types for all income levels can be developed throughout the City of Mt. Shasta during the 2023-2031 Housing Element planning period.

Policy HO-2.1 (was Policy Ho-3.1)

The City shall continue to allow and encourage residential uses within the Central Business District (CBD) on second floors and above in commercial structures as a means to provide additional affordable and convenient housing.

Policy HO-2.2

The City will ensure that developers and City residents are made aware of key housing programs and development opportunities.

Program HO-2.2.1 \square

The City will improve community awareness and support for the City's housing programs citywide by publicly sharing information on the City's website about zoning ordinances, development standards, fees, exactions, surplus public lands, fair housing resources, and housing affordability requirements. The City shall also encourage development of Accessory Dwelling Units (ADUs) and Junior ADUs by developing materials then publishing information about ADUs and JADUs (the City will utilize resources and materials developed by other California jurisdictions to reduce development costs). This program will be implemented consistent with the requirements of AB 1483 (2019). The City will perform proactive public outreach using a variety of methods that may include in-person or virtual participation and may occur outside City offices and regular business hours, e.g., community events, farmer's markets; real estate industry workshops, and direct contact with developers and property owners to improve the dissemination of information about the City's housing programs including affordable housing programs.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within in one year from adoption of the Housing Element. To improve awareness of the City's affordable housing programs, the City will participate in an industry event, workshop, or similar public event/activity at least once a year beginning in 2025.

Policy HO-2.3

The City shall ensure that the City's land use regulations are consistent with State <u>law</u>, and that planning and building entitlement and permit processes and procedures do not unnecessarily constrain the production of housing. The City shall continue its practice of prioritizing multifamily development entitlement applications. The City shall strive also to ensure that City fees, are not a constraint to the development of affordable housing.

Program HO-2.3.1

The City shall implement Government Code Section 65913.4 et seq., the Streamlined Ministerial Approval Process, also referred to as SB 35. To implement SB 35, the City shall prepare written procedures and forms meeting the

requirements of state law. The City shall publish its SB 35 procedures on its website, and shall make its SB 35 forms and materials available for download on the website. Printed copies of the City's procedures, forms and other related materials shall be made available at the Planning Department's public information counter also.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within one year from adoption of the 2023-2031 cycle housing element.

Program HO-2.3.2

The City shall amend <u>the</u> Mt. Shasta Municipal Code, Title 18 Sections 18.08.300 and 18.20.120, to adopt implementing procedures that are consistent with State Density Bonus Law, Government Code Section 65915 et seq. and current case law.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within one year from adoption of the 6th cycle housing element.

Program HO-2.3.3 (was Implementation Measures HO-2.5.1 and HO-3.5.1)

The City shall review building and development connection fees and permit fees, and modify, as feasible, those standards and fees deemed to be unnecessary, excessive, or that create unusual constraints on affordability and housing availability. At the time of adoption of any new mitigation fees, the City shall consider the housing needs of low- and moderate- income households. Provisions shall be included for potential fee reductions or other cost reductions for projects where 25 percent or more of the housing would be dedicated to low- and moderate-income persons when a covenant is signed assuring continued use by low- and moderate-income households.

Administration: Building Department, Planning Department, and City Manager

Funding: General Fund

Timing:

- A) Beginning in 2025, bi-annually thereafter.
- B) Prior to adoption to new ordinances and resolutions for residential development standards and fees.

Program HO-2.3.4

The City shall consider amendments Mt. Shasta Municipal Code, Title 18, to permit owner-occupied, rental, and mixed tenure multifamily uses by-right without a conditional use permit or other discretionary permit for developments in which 20 percent or more of the units are affordable to lower income households and the project achieves a minimum buildout density of 15 dwelling units per acre. Qualifying projects shall be subject only to written objective development and performance standards. The amendments to the Mt. Shasta Municipal Code shall expressly exempt qualifying housing projects from both the Architectural Review requirements of Section 18.60 et seq., and the provision permit requirements of Section 18.70 et seq. of the Mt. Shasta Municipal Code.

Administration: Planning Department and City Manager

Funding: General Fund

Timing: Within two years from adoption of the Housing Element

Program HO-2.3.5

The City shall amend Mt. Shasta Municipal Code, Title 18 Section 18.22 regulations for Accessory Dwelling Units (ADUs), and other sections as applicable, to be consistent with State law. ADUs and Junior ADUs (JADUs) shall be

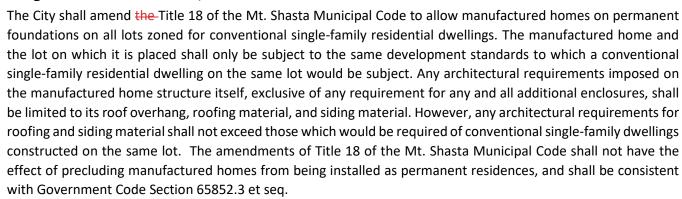
permitted in any residential or mixed-use zone consistent with State law. Residential or mixed-use zones shall be construed broadly to mean any zone where residential uses are permitted by-right or by conditional use. The following sSubsections 18.08.040, 18.22.020 and 18.22.040 of the MSMC shall be amended 18.22.020, 18.22.040, and any other sections as necessary to address inconsistencies with State law and as specified in written findings issued by HCD in accordance with Government Code Section 65852.2(h)(1). Mt. Shasta Municipal Code, Section 18.08.040, Definitions, Accessory Dwelling, shall be either repealed or amended such that the definition comports with State law.

Administration: Planning Department and City Manager

Funding: General Fund

Timing: Within one year from adoption of the Housing Element. Should HCD issue written findings pursuant to Government Code Section 65852.2(h)(1), then within one year from the date of the letter.

Program HO-2.3.6 (was Implementation Measure HO-2.5.2)



Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within one year from adoption of the 2023-2031 cycle housing element.

Program HO-2.3.7

The City shall amend the Design Guidelines, City of Mount Shasta, dated June 14, 2010, to be consistent with the provisions of the R-3 zoning district. The amendments shall expressly allow multiple-family dwellings of four units to not be subject to the Architectural Review provisions of Chapter 18.60 of the MSMC, and procedures adopted in accordance thereto, and to be consistent with the provisions of the R-3 zoning district.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within two years from adoption of the 2023-2031 cycle housing element.

Program HO-2.3.8

The City will consider preparation of amendments to 2010 Design Guidelines, and Zoning Ordinance as applicable. Specifically, the amendments would replace and/or remove subjective standards that apply to multifamily development with standards that are objective, within in the meaning of Government Code Section 65589.5, subparagraph (f). The purpose of the amendments to the Design Guidelines is:

- Comply with recent State housing legislation, i.e., SB 35, the Housing Accountability Act, etc.;
- Achieve the intent of the City's planning documents and enhance community character;

- Provide objective criteria for the design review of multifamily residential; and
- Provide certainty to developers.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within two years from adoption of the 2023-2031 cycle housing element.

Program HO-2.3.9

The City shall prepare amendments to Chapter 15.44 "Off-Street Parking Requirements" of the MSMC for below market rate housing units to not be subject to the requirement that residential structures of four or more dwelling units shall reserve one additional space per five units for recreational vehicles. The City's amendments shall provide an administrative exception process for qualifying projects.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Within two years from adoption of the 2023-2031 cycle housing element.

Policy HO-2.4

The City will facilitate the development of workforce and affordable housing through supporting funding applications, expedited permit review, approval of requests density bonus or development incentives, the availability of ministerial streamlining for qualifying projects, and other incentives. The City will work with market rate and nonprofit housing developers, and community organizations to develop workforce and affordable housing.

Program HO-2.4.1

- 1) The City shall provide density bonuses to homebuilders proposing to include qualifying dwelling units and/or other qualifying project amenities within residential developments consistent with Government Code Section 65915 et seq.
- 2) The City will prepare and publish materials on the City's website informing property owners and housing developers of the City's density bonus program for qualified housing developments consistent with Government Code 65940.1.
- 3) During the Housing Element planning period, the City shall monitor State law for amendments to Government Codes Sections 65915 et seq., to ensure ongoing compliance with State law. If State law is amended such that revisions to the City of Mt. Shasta's Zoning Code are necessary for legal compliance, the City will initiate amendments to Title 18 of the Mt. Shasta Municipal Code.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: 1) As qualifying prospective projects are submitted; 2) within 30 days of adoption of amendments to the Title 18, of the Mt. Shasta Municipal Code; and 3) As part of the City's annual housing element progress report, the City shall report to the Planning Commission any amendments to Government Codes Section 65915.

GOAL HO-3 - CONSERVE, REHABILITATE, AND ENHANCE THE CONDITION OF THE EXISTING HOUSING STOCK AND RESIDENTIAL NEIGHBORHOODS.

The City shall initiate all reasonable efforts to preserve, conserve, and enhance the quality of existing dwelling units and residential neighborhoods to ensure full utilization of the City's existing housing resources for as long as physically and economically feasible.

Policy HO-3.1

The City shall support housing rehabilitation and encourage housing maintenance in order to avoid future need for significant rehabilitation or replacement.

Program HO-3.1.1

- 1. The City shall a conduct housing conditions survey. The survey will also identify housing units and/or neighborhoods where there may be concentrations of substandard housing to assist with prioritization of funding for rehabilitation of housing units. The City shall prioritize neighborhoods identified by the City's Building Official as having condition issues. Housing unit condition is to be assessed by an exterior survey of the quality and condition of the building and what improvements (if any) may be needed consistent with the requirements of Government Code Section 65583(a)(2). The City shall implement an assessment methodology that meets the requirements of the California Department of Housing and Community Development and/or HUD.
- 2. The City shall develop an owner-occupied rehabilitation (OOR) program for income-qualified households, and apply for funding. If the City has available program income and OOR is an eligible use of program income per the grantor, the City will consider amendments to the program income reuse plan to include an OOR activity, and establish a suballocation of the program income for the OOR activity.
- 3. The City shall provide free guidance and technical assistance through the Building Department to homeowners who wish to repair and improve the habitability and weatherization of existing housing. The availability of this service will be advertised as part of the City's proactive public outreach for housing to improve community awareness.
- 4. The City shall support third-party and non-profit organizations, such as Great Northern Corporation, that offer zero- and low-cost rehabilitation or weatherization programs, including but not limited to, facilitating notification of owners of homes in need of rehabilitation or weatherization about programs that could help meet rehabilitation needs.
- 5. The City will support and promote the activities of other governmental agencies and non-profits that promote homeowner maintenance and improvement of self-help skills. The City will advertise the availability of these programs and services using the City's website, mailers with utility bills, and display of printed materials in City offices and the City library.
- 6. The City shall continue to perform proactive code enforcement to improve housing units that are substandard and have habitability issues in order to conserve the inventory of housing.
- 7. The City shall continue to perform active enforcement against illegal short term rentals because they reduce available housing stock.

Administration: City Manager, and Planning and Building Departments

Funding: General Fund

Timing:

- 1. The housing conditions survey shall be completed no later than December 31, 2028.
- 2. No less than annually the City will review state funding calendars to identify programs that allow OOR as an eligible activity. As state and federal funding becomes available, the City will apply for funding for an owner-occupied program.
- 3. No less than annually
- 4. The City shall contact third-party and non-profit organizations no less than annually about availability of zero- and low-cost rehabilitation or weatherization programs.
- 5. The City shall contact agencies and non-profit organizations no less than annually about planned activities, and coordinate participation.
- 6. & 7. Transactionally during the planning period, and as substandard housing conditions are verified by the Building Department.

Policy HO-3.2

Implement Replacement Housing to Mitigate the Loss of Affordable Housing Units on Housing Element Inventory Sites. Upon City Council adoption of 6th Cycle Housing Element Update, the City shall immediately begin implementing replacement housing, when applicable, in accordance with Government Code Section 65583.2(g)(3). The replacement housing policy shall require new housing developments on the City's designated Housing Element Inventory Sites to replace all affordable housing units lost due to new development. The City shall also prepare and adopt a local replacement housing policy.

Program HO-3.2.1

The City shall prepare and adopt a replacement housing policy consistent with Government Code Section 65583.2(g)(3). The City will adopt a policy and will require replacement housing units subject to the requirements of Government Code section 65915, subdivision (c)(3) on sites identified in the City's site inventory when any new development (residential, mixed-use or nonresidential) occurs on a site that is identified in the inventory meeting the following conditions:

- currently has residential uses or within the past five years has had residential uses that have been vacated or demolished, and
- was subject to a recorded covenant, ordinance, or law that restricts rents to levels affordable to persons and families of low or very low-income, or
- subject to any other form of rent or price control through a public entity's valid exercise of its police power, or
- occupied by low or very low-income households.

The City's policy will also consider how to provide disclosure for properties subject to replacement housing for future property owners.

Administration: Planning Department and City Manager

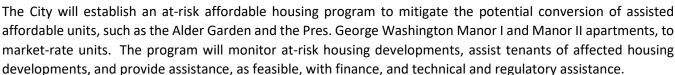
Funding: General Fund

Timeframes: The Replacement Housing requirement shall be implemented immediately and applied as applications on designated Housing Element Inventory Sites are received and processed, and local policy shall be adopted by December 31, 2024.

Policy HO-3.3

The City shall prioritize the preservation of existing affordable housing at risk of loss of affordability covenants as a critical means of mitigating the displacement and loss of affordable housing units from the City's housing stock.

Program HO-3.3.1



- Monitor owners of at-risk housing developments on an ongoing basis, at least every twelve months, in coordination with other public and private entities to determine their interest in selling, prepaying, terminating, or continuing participation in a subsidy program. For the Pres. George Washington Manor I and Manor II apartments, the City shall engage the property owner and property manager no later than July 30, 2027.
 - A) Contact owners and property managers of assisted housing projects about rehabilitation needs and preservation of at-risk projects. Assist with funding applications to support rehabilitation and preservation.
- 2. The City shall annually meet with stakeholders and housing interests to participate and support federal, state, and local initiatives that address affordable housing preservation (e.g., support state or national legislation that addresses at-risk projects, support full funding of programs that provide resources for preservation activities).
- 3. Take all necessary steps, that are feasible and within control of the City, to ensure that a housing development remains in or is transferred to an organization capable of maintaining affordability restrictions for the life of the project, including proactively ensuring notices to qualified entities, coordinating an action plan with qualified entities upon notice, and assisting with financial resources or supporting funding applications.
- 4. Annually identify funding sources for at-risk preservation and acquisition rehabilitation and pursue these funding sources at the federal, state, or local levels to preserve at-risk units on a project-by-project basis.
- 5. Work with owners, tenants, and nonprofit organizations to assist in the nonprofit acquisition of at-risk projects to ensure long-term affordability of the development. Annually contact property owners, gauge interest, and identify nonprofit partners and pursue funding-and-preservation strategies on a project basis.
- 6. The City will coordinate with owners of expiring subsidies to ensure tenants receive the required notices at 3 years, 6 months, and 12 months, per California law.
- 7. The owner will be required to provide written notification to residents of the expected date of loan prepayment or payoff, at which time the owner will no longer be restricted in the level of rent that can be charged. The notice will also contain an estimate of rent increases at the time rental restrictions no longer apply. Residents moving into a housing development during this one-year period must also be notified in writing of the pending conversion prior to signing a rental agreement.
- 8. The City will inform property owners regarding any federal and state legal requirements for providing relocation assistance to those low-income households who are unable to afford rent increases.
- 9. If an affordable housing project indicates it is opting out of its affordability restrictions, the City will ensure that affected residents receive notification of the owner's intent and will provide nonfinancial assistance with relocation.

10. The City will solicit interested nonprofit housing corporations and local housing authorities to acquire and maintain such projects as low-income housing. The City will assist an interested nonprofit housing corporation or housing authority in applying for state or federal assistance for acquisition.

Administration: Planning Department and City Manager

Funding: California Housing Finance Agency Preservation, Acquisition Financing Mortgage Insurance for

Purchase/Refinance (HUD)

Time Frame: Contact property owners within 120 days of adoption of the 2023-2031 Housing Element to determine future ownership plans; implement preservation strategy if owners indicate desire to sell or convert their properties.

Program HO-3.3.2 (was Implementation Measure 4.2.1)

The City shall maintain a list of non-profit organizations interested in the retention and construction of affordable housing and entities qualified and interested in participating in the offer of Opportunity to Purchase and Right of First Refusal, and meet with and assist organizations desiring to maintain affordable housing in the city. The City shall also respond to the property owner on any Federal or State notices including Notice of Intent or Opt-Out Notices on local projects.

Administration: Planning Department

Funding: General Fund

Timing: As needed upon receipt of notices.

Program HO-3.3.3 (was Implementation Measure HO-4.2.2)

The City shall continue to monitor "at-risk" subsidized housing when subsidies are within 10 years of expiring (California Government Code Section 65583). The City shall publicize existing State and Federal notice requirements to nonprofit developers and property owners of at-risk housing. The City shall also assist in the search for gap funding for "at risk" projects that may decide to pay off existing assisted loans during the course of the planning period, including but not limited to CDBG and California Housing Finance Agency funds.

Administration: City Manager

Funding: General Fund

Timing: As needed upon receipt of notices.

Policy HO-3.4

Conserve existing housing wherever possible, ensure existing occupants are provided notice and minimize displacement of occupants.

Program HO-3.4.1

The City shall adopt a mobile home park conversion ordinance to establish a procedure is to ensure that any conversion of mobile home parks to other uses is preceded by adequate notice, and that relocation and other assistance is provided park residents, consistent with the provisions of the California Government Code, Section 65863.7.

Administration: Planning Department

Funding: General Fund

Timing: As part of the City's comprehensive updates of the General Plan and Zoning Code. Release of

Public Draft: Q4 2023; with adoption targeted for 20242024.

Program HO-3.4.2 (was Implementation Measure HO-4.2.3)

The City shall consider adopting a condominium conversion ordinance that would limit the ability to convert from rental units to condominium units, taking into account the impact of the conversion on the availability of rental units. City staff shall conduct an analysis of the potential impacts of condominium conversions on the availability of rental housing, study options for a condominium conversion ordinance, and present the analysis and options to the City Council to consider adoption of an ordinance.

Administration: Planning Department and City Manager

Funding: General Fund

Timing: Initiate not later than 2025 and complete by 2027

GOAL HO-4 - FACILITATE THE PROVISION OF HOUSING SUITED TO PERSONS WITH SPECIAL NEEDS

The City shall facilitate development of sites for special needs housing, including the housing needs of persons with disabilities and persons experiencing homelessness.

Policy HO-4.1 (WAS POLICY HO-5.3)

The City shall give high priority to the building permit processing and inspections for individuals with disabilities, including developmental disabilities.

Policy HO-4.2

The City shall amend Title 18, Mt. Shasta Municipal Code, to ensure the Zoning Regulations comply with state law and are implemented consistent with state law, specifically Government Code Sections 65582, subparagraphs (g), (i), and (j); 65583(a)(4) et seq.; 65650-65656, and 65660-65668, for transitional and supportive housing definitions, supportive housing developments, and low barrier navigation centers. The amendments shall permit supportive housing developments and low barrier navigation centers in zones that permit multifamily and mixed uses including nonresidential zones permitting multifamily uses as by-right development not subject to a conditional use permit or other discretionary approval when the statutory requirements are met. The amendments shall revise the definitions for supportive housing and transitional housing to comply with state law. The adopted development and performance standards of the Zoning Code amendments shall be objective and shall not have the effect of precluding transitional and supportive housing, supportive housing developments, and low barrier navigation centers.

Program HO-4.2.1

- 1) Consistent with Government Code Section 65650 et seq., the City shall amend the R-2, R-3, C-1 and C-2 zones to allow by-right supportive housing developments as a by-right use and not subject to a conditional use permit or other discretionary approval if the requirements of Government Code Sections 65651 and 65652 are met.
- 2) Consistent with Government Code 65583(c)(3), the City shall amend the R-2, R-3, C-1 and C-2 zones to allow by-right low barrier navigation centers as a by-right use and not subject to a conditional use permit or other discretionary approval if the requirements of Government Code Section 65662.

- 3) Consistent with Government Code Section 65583(c)(3) et seq., the City shall amend the R-L and R1/B1 zones to allow transitional and supportive as a by-right use and shall be subject only to those restrictions that apply to other residential dwellings of the same type in the same zone.
- 4) The City shall amend the definition of transitional housing contained in Mt. Shasta Municipal Code Section 18.08.792 to be consistent with Government Code Section 65582(j).
- 5a) The City shall amend the definition of supportive housing in Mt. Shasta Municipal Code Section 18.08.787 to be consistent with Government Code Section 65582(g) and remove reference to "community care facility".
- 5b) The definition of target population that is embedded in the definition of supportive housing shall be amended to reference the definition of target population contained Government Code Section 65582(i).

Administration: Planning Department and City Manager

Funding: General Fund

Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Program HO-4.2.2 (was Implementation Measure HO-2.5.2)



The City shall amend Titles 15 and 18 of the Mt. Shasta Municipal Code, Sections 15.44, 18.16, 18.98 and other sections as applicable, for emergency shelters to comply with State law. The amendments shall permit emergency shelters in the R-3, C-1 and C-2 zones without a conditional use permit or other discretionary permit, subject only to development and management standards that apply to residential or commercial development in the same zone, and shall not have the effect of precluding emergency shelters. Management standards shall be objective and encourage and facilitate the development of, or conversion to, emergency shelters, and are consistent with Government Code Section 65583(a)(4) et seq. Off-street parking standards shall be consistent with Government Code Section 65583(a)(4)(A). Specifically, the City shall:

- 1) Amend the definition of emergency shelter, Mt. Shasta Municipal Code Section 18.08.352, to comply with Government Code Section 65583(a)(4)C).
- 2) Amend Sections 18.16 and 18.98 to expressly allow emergency shelters as a by-right use not subject to a conditional use permit or other discretionary approval in R-3, C-1, and C-2 zones.
- 3) Emergency shelters shall be subject only to development and management standards that apply to residential or commercial development in the same zone, and only development and management standards that are objective shall apply.
- 4) Either repeal the shelter location and concentration standard, i.e., MSMC Section 18.98.090, or reduce the location and concentration separation standard to no more than 300 feet to comply with Government Code Section 65583(a)(4)(B)(v).
- 5) Repeal the following subsections for discretionary approval of emergency shelters:
 - a. Section 18.98.040 that stipulates that the Planning Commission must approve the emergency shelter provider's written management plan, and
 - Section 18.98.100 that requires consistency with the Mt. Shasta Architectural Design Guidelines.
- 6) Emergency shelters shall only be subject to the following written objective standards to comply with Government Code Section 65583(a)(4)(B):
 - a. The maximum number of beds or persons permitted to be served nightly by the facility.

- b. Sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone.
- c. The size and location of exterior and interior onsite waiting and client intake areas.
- d. The provision of onsite management.
- e. The proximity to other emergency shelters, provided that emergency shelters are not required to be more than 300 feet apart.
- f. The length of stay.
- g. Lighting.
- h. Security during hours that the emergency shelter is in operation.
- 7) The City shall review the off-street parking standards for emergency shelters, MSMC Section 15.44 et seq., and determine if the standard is objective, provides sufficient parking to accommodate the staff working in emergency shelters, and does not require more parking for emergency shelters than other residential or commercial uses within the same zone, consistent with AB 139 (2019). If the City finds the adopt parking standards for emergency shelters do not meet the requirements of AB 139, then the City shall prepare amendments to the Title 15.

Administration: Planning Department and City Manager

Funding: General Fund

Timing: Adopt amendments within one year from adoption of the 2023-2031 Housing Element.

Program HO-4.2.3

The City shall either repeal or amend the definition of "family" in Section 18.08.360, Title 18 – Zoning, Mt. Shasta Municipal Code, and the amendments shall comply with State law.

Administration: Planning Department

Funding: General Fund

Timing: Adopt amendments within one year from adoption of the 2023-2031 Housing Element.

Program HO-4.2.4

The City shall amend Title 18 of the Mt. Shasta Municipal Code for the following, and in preparing the amendments, the City shall consult the Department of Housing and Community Development (HCD) Group Home Technical Advisory published December 2022. The amendments to the Mt. Shasta Municipal Code shall allow:

- 1) Group homes, even homes that have more than six residents, that operate as single-family residences and that do not provide licensable services shall be allowed in all zones where single family units are permitted, i.e., R-L, R1/B1, R-1, R-1-U*, R-2, R-3, C-1, and C-2, and subject only to the generally applicable, nondiscriminatory health, safety, and zoning laws that apply to all single-family residences.
- 2) Group homes that operate as single-family residences and that provide licensable services to six or fewer residents shall be allowed in shall be allowed in all zones where single family units are permitted, i.e., R-L, R1/B1, R-1, R-1-U*, R-2, R-3, C-1, and C-2, subject only to the generally applicable, nondiscriminatory health, safety, and zoning laws that apply to all single family residences.
- 3) Groups homes operating as single-family residences that provide licensable services to more than six residents as a by-right use in the Medium Density Residential (R-2), High Density Residential (R-3), and General Commercial (C-2) zones. Development, performance, and design standards shall be objective, nondiscriminatory health, safety, and zoning laws that apply to all single family and multifamily residences in the same zoning districts.

- 4) Group homes operating as single-family residences that provide licensable services to more than six residents shall continue to be subject to conditional use permit in the Resource Lands (R-L). Group homes operating as single-family residences that provide licensable services to more than six residents shall be permitted subject to conditional use permit in the Low Density Residential, 10,000 Minimum (R1/B1) and Low Density Residential Urban (R-1-U) zones. The conditional use permit findings shall be objective and provide for approval certainty.
- 5) Amend the definition of group home shall be consistent State law, including the City's obligation to affirmatively further fair housing, and HCD's Group Home Technical Advisory published December 2022.

Administration: Planning Department

Funding: General Fund

Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Program HO-4.2.5

The City shall amend the Reasonable Accommodation Policy, Chapter 18.99 Mt. Shasta Municipal Code to expressly extend the Reasonable Accommodation Policy:

- 1) to the off-street parking requirements in Chapter 15.44 Mt. Shasta Municipal Code, and
- 2) that a provider or developer of housing for individuals with disabilities may request reasonable accommodation.

The Reasonable Accommodation Policy amendments shall be consistent with federal and state law.

Responsibility: Planning Department

Funding: General Fund

Timing: Initiate amendments within one year from adoption of the 2023-2031 Housing Element and adopt amendments within two years from adoption of 2023-2031 Housing Element.

Policy HO-4.3

The City shall encourage and support organizations and programs, including housing providers, to address the housing needs of special needs groups (seniors, female headed households, persons with disabilities, persons with developmental disabilities, farmworkers, individuals experiencing homelessness, and persons with extremely low incomes). The City shall seek to assist in meeting these special housing needs through a combination of regulatory amendments and incentives, including those presented in Programs HO-2.3.1 through HO-2.3.9, HO-2.4.1, and HO-4.1.1 through HO-4.1.5), and identifying and applying for funding with qualified housing developers to develop needed housing in the City.

Program HO-4.3.1

- 1) The City will support the implementation of the Siskiyou County 10 Year Plan to End Homelessness, specifically goals for increasing the supply of permanent supportive housing and affordable housing, expanding the capacity for housing providers, and expanding options for low barrier emergency shelter and housing. The City will consult with the NorCal Continuum of Care on strategies to provide services, shelter, and housing for those experiencing homelessness in the City.
- 2) The City shall assist appropriate public and/or non-profit entities as feasible to develop a shelter, navigation center, or other recognized type of emergency housing for persons experiencing homelessness in the city by

pursuing grant opportunities and providing technical assistance in grant applications for State and Federal funding. (Was Program HO-5.4.2)

- 3) The City shall support agencies and organizations providing services to those experiencing homelessness by annually updating referral information. (Was Program HO-5.4.1)
- 4)The City will continue to support the efforts of the housing authorities in administering the Housing Choice Voucher program.
- 5) The City will meet with representatives from the Housing Authorities, the NorCal continuum of care, and other nonprofit organizations to provide information on potential sites and housing development proposals that would be appropriate for the use of housing vouchers in conjunction with state or federal new construction or rehabilitation subsidies.
- 6) The City shall partner with area social services agencies and non-profit organizations to assess the housing needs for seniors, people with disabilities (including developmental disabilities), extremely low-income residents, and identify funding sources to develop needed services in the City.

Administration: Planning Department, City Manager

Funding: General Fund

Timing: Coordination will occur at least annually from 2024 to 2031; the City will apply for funding

annually.

GOAL HO-5 - ENCOURAGE AND SUPPORT THE DEVELOPMENT OF AFFORDABLE HOUSING

The City will encourage the construction of new or dedication of existing, housing that is affordable to extremely low, very low, low, and moderate income households.

Policy HO-5.1

The City shall encourage and support the development of housing affordable to extremely low, very low, low, and moderate income households.

Program HO-5.1.1 (was Implemenation Measure HO-3.1.1 and HO-3.4.1)



The City shall encourage and support plans that include extremely low, very low, and low income housing in R-2, R-3, C-1 and C-2 zones when located within a distance a person can reasonably walk to services (e.g., quarter mile) or an existing or new transit stop is within a quarter mile of the development. The term "encourage and support", as used herein, may include, but is not limited to:

- Site identification;
- Local, state, and federal permit assistance.
- Give priority to processing of affordable housing projects, taking the applications out of submittal sequence if necessary to receive an early hearing date;
- Allow phasing of infrastructure whenever possible at time of project review;
- Facilitate the provision of public transportation services to serve residential areas, including services for people with handicaps and the installation of bus stops at safe and convenient locations;

- Maintenance of relationships with funding and facilitating agencies and organizations; and
- Any other action on the part of the City that will reduce development costs.

Administration: City Manager, Planning Commission

Funding: General Fund

Timing: As residential project applications are considered.

Program HO-5.1.2

The City shall encourage and support developers of large residential subdivisions (i.e., 8 or more units) to provide some affordable housing. At a minimum, this may entail encouraging developers to incorporate duplexes, triplexes, townhouses, or other affordable housing products or recommend the overlay of the Planned Development (P-D) zone district to provide development flexibility for clustering, mixed use, and condominium development.

Administration: Planning Department, Planning Commission, City Council

Funding: Private development

Timing: As residential development proposals of 50 or more units are submitted.

Program HO-5.1.3 (was Implementation Measure 5.1.2)

The City shall support the development of low-cost childcare facilities and job training programs in the city to encourage female householders to enter the job market. The City shall meet with the childcare council on an annual basis to review possible childcare needs of the community.

Administration: City Manager, Planning Department

Funding: General Fund Timing: Annually

Program HO-5.1.4

To support the development of housing affordable to extremely low-income households, the City shall continue to seek and pursue state and federal funds annually, or as funding becomes available; and grant priority to projects that include units affordable to extremely low-income households.

Administration: City Manager

Funding: General Fund

Timing: Apply for funding annually to assist extremely low-income households.

Program HO-5.1.5

The City will improve awareness and support for the City's workforce and affordable housing programs by preparing, publishing, and distributing an affordable housing information brochure/newsletter that will be a local resource for persons interested in developing low-cost housing. The City will encourage the participation of agencies and organizations that operate rental and mortgage subsidy and self-help housing programs. This program will be implemented consistent with the requirements of AB 1483 (2019). To improve the dissemination of the City's affordable housing programs, the City will provide information, printed and as web content. The City will perform proactive public outreach using a variety of methods that may include in-person or virtual participation, e.g., development industry events or workshops, and direct contact with developers and property owners to improve the dissemination of information about the City's affordable housing programs. The City will

refer persons interested in developing low-cost housing to appropriate government and non-profit organizations for assistance.

Administration: Planning and Building Department, City Manager

Funding: General Fund

Timing: Within in-two years from adoption of the Housing Element. To improve awareness of the City's affordable housing programs, the City will participate in an industry event, workshop, or similar public event/activity at least once a year beginning in 2025.

Program HO-5.1.6

- A) The City will support the formation and/or use of community land trusts and other non-traditional forms ownership and tenancy that provide for workforce and affordable housing (by design and/or through subsidy), senior housing, intergenerational housing, housing for persons with disabilities, etc.
- B) The City will consider preparing amendments to the MSMC to provide for the development of tiny house village(s), for non-transient occupancy as defined in MSMC Section 18.08.795.

Administration: Planning and Building Department, City Manager

Funding: General Fund

Timing:

- A) At all times during the 6th cycle.
- B) No later than two years from adoption of the 202-2031 Housing Element.

GOAL HO-6 - ENCOURAGE SUSTAINABLE HOUSING DEVELOPMENT AND ENERGY CONSERVATION

Mt. Shasta will encourage sustainable housing development and energy conservation shall pursue sustainable development for the new development and existing housing stock in the City.

Policy HO-6.1

The City shall promote the use of energy conservation measures in all housing through the use of public and private weatherization programs. The City will be receptive to encouraginge new alternative energy systems, such as solar and wind, and water conservation measures.

Program HO-6.1.1

The City will consider exploring options for building regulations that allow the use of alternative building materials and construction methods, within the City's legal authority, that demonstrate energy conservation and sustainability while protecting the public health, safety and welfare.

Administration: Building Department, City Manager

Funding: General Fund

Timing: Initiate no later than December 2025.

Program HO-6.1.2

Promote the use of energy conservation measures in all housing through the use of public and private weatherization programs. Provide information on currently available weatherization and energy conservation programs to residents. The City will have information available for the public at the front counter of City Hall and

will distribute information through an annual mailing. The City will provide referrals and participate in informing households that would potentially benefit from these programs as appropriate. The City shall facilitate the weatherization of an average of 10 homes per year during the 6th cycle planning period by providing information

Administration: Building Department, City Manager

Funding: Private, and government funds. The City will apply for funds to assist residents with energy conservation retrofits and weatherization resources.

Timing: Initiate no later than December 2025.

Program HO-6.1.3

The City shall continue to enforce State requirements, including Title 24 of the California Code of Regulations, for energy conservation in new residential projects and encourage residential developers to employ additional energy conservation measures for the siting of buildings, landscaping, and solar access through development standards contained in the Zoning Ordinance, Building Code, and Specific Plans, as appropriate.

Administration: Building Department **Funding:** Private and government funds

Timing: Because this is a current building code requirement, the City will implement it as part of the building permit application and review process.

GOAL HO-7 - PROMOTE EQUAL AND FAIR HOUSING OPPORTUNITIES FOR ALL **PEOPLE**

The City shall promote opportunities for persons from all economic segments of the community regardless of race, religion, sex, marital status, ancestry, national origin, color, familial status, or disability.

Policy HO-7.1

Eliminate housing discrimination based on race, color, religion, sex, national origin, ancestry, marital status, age, household composition or size, disability, or any other arbitrary factor by removing constraints within control of the City.

Program HO-7.1.1 (was Implementation Measures HO-7.1.1, HO-7.1.2, and HO-7.1.3)



- A) The City shall support designated regulatory agencies in the prevention and correction of any reported discrimination in housing.
- B) City staff shall refer all complaints regarding housing discrimination of any kind to the State Department of Fair Employment and Housing. The City shall monitor such complaints by checking with the affected agency and the complainant, and consider the need for future action if a trend develops, or if the complaint is not resolved.
- C) The City shall provide information concerning discrimination compliant procedures to the public at social service centers, the senior center, City Hall, the library, housing projects participating in HUD Section 8 Programs, and other semi-public places. The information will provide locations and phone numbers of agencies to contact for assistance. This outreach effort will be made to include groups likely to experience discrimination in housing including minority, elderly, disabilities, and lower-income households. The City will support and participate in efforts by local government and non-profits to develop a renters' resource program.

- a. The information and content of this program shall be incorporated into the community awareness improvement program, Program HO-2.2.1 herein, sharing information on the City's website, and by performing proactive public outreach using a variety of methods that may include in-person or virtual participation and may occur outside City offices and regular business hours.
- D) Conduct at least bi-annual training for the Planning Commission and City Council on fair housing, affirmatively furthering fair housing, and the Housing Accountability Act.

Administration: City Manager

Funding: General fund

Timing:

A)–C) At all times during the 2023-2031 Housing Element cycle.

D) The City shall provide training at least bi-annually, with the first training held by 12/31/24.

Program HO-7.1.2 \square \textbf{\textit{\textbf{\textit{Program HO-7.1.2}}}

The City shall implement the Affirmatively Furthering Fair Housing action plan in Appendix A, Section 10.0, and take meaningful actions citywide to address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with truly integrated and balanced living patterns, transforming areas of concentrated poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair-housing laws for all persons in accordance with state and federal land

CHAPTER 3 – ANALYSIS OF PREVIOUS

HOUSING ELEMENT

Housing elements must report the progress and effectiveness of the previous housing element. Section 65588, subdivision (a), of the Government Code requires:

- Progress in implementation A description of the actual results or outcomes of the previous element's goals, objectives, policies, and programs (e.g., what happened).
- Effectiveness of the element For each program, include an analysis comparing the differences between what was projected or planned in the element and what was achieved.
- Appropriateness of goals, objectives, policies, and programs –A description of how the goals, objectives, policies, and programs in the updated element are being changed or adjusted to incorporate what has been learned from the results of the previous element. (e.g., continued, modified, or deleted.)
- Special needs populations Provide a description of how past programs were effective in addressing the
 housing needs of the special populations. This analysis can be done as part of describing the effectiveness
 of the program pursuant to (2) if the jurisdiction has multiple programs to specifically address housing
 needs of special needs populations or if specific programs were not included, provide a summary of the
 cumulative results of the programs in addressing the housing need terms of units or services by special
 need group.

2014-2019 Housing Element Programs

An important aspect of the Housing Element is an evaluation of achievements under the implementation programs included in the previously adopted Housing Element. The evaluation provides valuable information on the extent to which programs have been successful in achieving stated objectives and addressing local needs and to which these programs continue to be relevant in addressing current and future housing needs in Mt. Shasta. The evaluation also provides the basis for recommended modifications to programs and the establishment of new objectives in the Housing Element. While many of the City's former programs were continued or modified in this update, some were removed due to being successfully implemented and others were added to respond to changes in state law and local conditions.

Many of the programs included in the prior Housing Element are being continued, although many program have <u>been</u> modified to comply with State law, to improve effectiveness for the current cycle, or to reduce redundancy. The table below provides a summary of each program, its progress, and status for the current update.

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
Program HO-1.2.1: Every year, as part of the annual Housing Element review, the City shall review the vacant land inventory with the objective of ensuring the City can accommodate a variety of housing types. If a deficiency is found, the City shall take steps to change the General Plan and zoning as needed to increase the amount of available land. The City shall make the inventory available to the public, especially the development community, for their information and use. Timing: At annual review Responsibility: Planning Commission Funding: General Fund	Progress: The City continues to maintain a list of the available vacant land in the city that is appropriate to meet its share of regional housing needs. Additionally, the City is the early stages of exploring housing development options to redevelop a legacy industrial property, referred to as the Roseburg property, that is now Cityowned. This is currently in progress and will assist in the production of affordable housing in the city. Effectiveness: City staff reports on the Housing Element progress on an annual basis to the Planning Commission; this includes an update on the land inventory. The City receives development requests annually and receives input from interested individuals.	ject by project basis. Program HE-1.2.2 calls on the City to annually review the vacant land inventory to ensure adequacy of sites suitable for a variety of residen-
Program HO-1.3.1: The City shall track and review changes in housing law to determine possible need for revisions in related General Plan policies and programs. Timing: Every five years upon revision of the Housing Element. Next review to be conducted in 2019. Responsibility: Planning Commission Funding: General Fund	Progress: In Spring 2022: The City initiated the 6 th cycle housing update. Mt. Shasta adopted urgency ordinance CCR-21-01 on December 22, 2021, to facilitate implementation of SB 9 (2021). Effectiveness: The City is incorporating recent changes in state housing law into the 6 th cycle update. This will include recommended general plan and municipal code updates.	Program HO-1.3.1(4) commits the City to reporting on legislative updates to Government Codes Sections 65913.4 and 65915 that trigger the need for local amendments to the Mt. Shasta Municipal Code.

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
Program HO-1.4.1: In order to increase public input and support of the City's housing programs, the City shall encourage the participation of groups interested in housing in the annual Planning Commission review of the Housing Element. This will occur through public notice and normal contact and solicitation of participation with local agencies and interest groups. Timing: At annual review Responsibility: Planning Commission Funding: General Fund	Progress: City staff report on the Housing Element progress is made on an annual basis to the Planning Commission. Effectiveness: City staff report on the Housing Element progress on an annual basis to the Planning Commission; this includes an update on the land inventory. The City gets very few development requests annually and has received limited input from local housing agencies or interest groups.	Continue and modify per Program HO-1.2.2 that calls on the City to annually review the vacant land inventory to ensure adequacy of sites suitable for a variety of residential development.
Program HO-1.5.1: Subject to availability of funding, the City shall work with developers of housing located outside existing sewer and/or water service areas, or in areas where existing systems are at or near capacity, to develop or improve essential utility systems to facilitate housing development. City assistance may involve direct participation in improvements or cooperation in the formation of assessment districts or other means of financing necessary improvements. Timing: As opportunities are recognized. Responsibility: City Manager Funding: To be determined.	Progress: The City is continuing to explore opportunities to improve infrastructure to facilitate housing. The City issued an RFP to assist with annexing two areas into the City, which will evaluate infrastructure capacity and needs. Effectiveness: The Roseburg property is outside the City's existing service areas, and the City is currently exploring potential funding vehicles, e.g., enhanced infrastructure financing district (EIFD), to provide financial assistance with the infrastructure costs associated with developing this property.	Continue and modify per Program HO-1.4.1.
Program HO-1.5.2 : The City shall continue to develop and implement plans to expand domestic water and sewage collection and treatment systems such that planned development over the General Plan 20-year timeframe can be accommodated.	Progress: The City's wastewater infrastructure needs are determined through the City's Master Sewer Plan, the Sewer System Capacity Evaluation, and the	<u> </u>

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
Timing: Continually Responsibility: City Manager Funding: General Fund	Wastewater Treatment Plant Capacity Evaluation. The City recently installed water meters at every service connection and approved a Rate and Fee Schedule for wastewater service based on water usage. Effectiveness: All capital projects are scheduled through the Capital Improvement Program and implemented as funds allow.	more expansive than the requirements of the Housing Element.
Program HO-2.5.1: The City shall review building and development requirements and standards, connection fees, and permit fees, and modify, as feasible, those standards and fees deemed to be unnecessary, excessive, or that create unusual constraints on affordability and housing availability. Timing: Bi-annual review starting 2016. Responsibility: Building Department, Planning Department, and City Manager Funding: General Fund	Progress: Ongoing; the City continues to monitor and evaluate impacts fees necessary to provide infrastructure and services. Effectiveness: Due to limited application/permit activity there have been few opportunities to evaluate actual development fees.	Continue and modify per Program HO-2.3.3 that states the City will bi-annually monitor the development of new single family and multifamily housing to determine whether the City's development impact fees create an unjustified constraint to affordable housing development.
 Program HO-2.5.2: The City shall modify the Zoning Code to ensure consistency with State law and internal consistency related to regulations for specific residential land uses, including manufactured homes, group homes, and emergency shelters. Modifications shall include but shall not be limited to: 1. explicitly allowing group homes of six or fewer as a permitted use in all zones where single family units are permitted; 2. Adding transitional housing and supportive housing as permitted uses in the R-L and R-1/B-1 zones; 	Progress: The Zoning Code amendments specified in Program HO-2.5.2 have not been completed. Effectiveness: Due to limited resources and staffing changes, the City was unable to complete amendments to the Mt. Shasta Municipal Code.	l –

City of Mt. Shasta 6th Cycle Housing Element

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
 Permitting manufactured homes on permanent foundations in all zones where single family units are permitted; and Clarifying provisions related to the zones where emergency shelters are permitted by right and adopting a locational restriction of no more than 300 feet from other emergency shelters. Timing: Review and update Zoning Code in 2016. Responsibility: Planning Department Funding: General Fund 		other titles where applicable, within in one or two years of housing element adoption as specified in the Program.
 Program HO-3.1.1: The City shall encourage and support plans that include extremely low, very low, and low income housing in areas appropriate to the needs and desires of the population it would house, and at the same time be convenient to public services including bus service and public transit programs. The term "encourage and support", as used herein, may include, but is not limited to: Give priority to processing of affordable housing projects, taking them out of submittal sequence if necessary to receive an early hearing date; Allow phasing of infrastructure whenever possible at time of project review; Provide density bonus or other concessions to qualifying projects in accordance with Government Code 65915; Facilitate the provision of public transportation services to serve residential areas, including services for people with handicaps and the installation of bus stops at safe and convenient locations; and Any other action on the part of the City which will help to keep development costs to a minimum. Timing: As residential project applications are considered. Responsibility: Planning Commission 	Progress: The City supported a 2512-unit housing development on Carmen Drive that included 3 affordable units. The City is also working with the developer of another 25-unit affordable housing development on Chestnut Street. Effectiveness: This program appears effective.	Continue the program as per modified as Program HO-5.1.1. The bullet point regarding as City action on a density bonus or development incentive request for a qualifying project is not discretionary. Also the original subjective language of " in areas appropriate to the needs and desires of the population it would house, and at the same time be convenient" has been replaced with objective language indicating the zoning districts, i.e., R-2, R-3, C-1 and C-2 zones, and "when located within a distance a person can reasonably walk to services (e.g., quarter mile) or an existing or new transit stop is within a quarter mile of the development".

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
Funding: General Fund		
Program HO-3.1.2: The City shall encourage developers of large residential subdivisions (i.e., 50 or more units) to provide some affordable housing. At a minimum, this may entail encouraging developers to incorporate duplexes, triplexes, townhouses, or other affordable housing products or recommend the overlay of the Planned Development (P-D) zone district to provide development flexibility for clustering, mixed use, and condominium development. Timing: As residential development proposals of 50 or more units are submitted. Responsibility: Planning Department, Planning Commission, City Council Funding: Private development	Progress: The City did not receive any applications for residential projects with 50 or more units in the 5 th cycle planning period. Effectiveness: There have been no recent inquiries or residential projects containing 50 or more units.	Continue as modified per Program HO-5.1.2. The 50 unit threshold has been lowered to 8 units based on a review of Mt. Shasta's 5 th cycle permitting history. The 8 unit threshold is consistent with the Multi-Family Residential Standards of the 2010 Design Guidelines. The threshold is also consistent with the City's current practice.
Program HO-3.4.1: The City will assist private and non-profit organizations in the development of extremely low-, very low-, low- and moderate-income housing where such development does not conflict with other policies and provisions of the General Plan and City ordinances. Assistance will include: maintenance of relationships with funding and facilitating agencies and organizations; site identification; and local, state, federal permit assistance. Timing: Annual progress review; annual meeting with local housing advocates regarding coordination and assistance; and upon application submittal. Responsibility: City Manager Funding: General Fund	Progress: The City supported a 2512-unit housing development on Carmen Drive that included 3 affordable units. The City is also working with the developer of another 25-unit affordable housing development on Chestnut Street. Effectiveness: This program appears effective.	incorporated into Program HO-
Program HO-3.4.2 : The City shall encourage, coordinate with and support agencies and organizations operating rental and mortgage subsidy and self-help housing programs. The City will refer persons interested in	Progress: The City communicates with local support agencies and will continue to	Continue and modify per Program HO-5.1.5.

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
developing low-cost housing to appropriate government and non-profit organizations for assistance. Those provisions of the City's ordinance which support affordable housing (e.g., second dwellings, group housing, density bonuses), will be made available to the public in the form of "an affordable housing information brochure". This brochure will include information from the Housing Needs Study completed for the City in July 2005. Timing: Continuous coordination, as necessary, and completion of the brochure in 2016. Responsibility: City Manager, Planning and Building Departments Funding: General Fund	identify affordable housing providers and opportunities. Effectiveness: To incentivize ADU development, Mt. Shasta has an ongoing program to lower and eliminate fees for ADU applications and construction that started in 2018. Since the program's launch: At least 3 ADUs applications received & building permits issued.	
Program HO-3.4.3: To support the development of housing affordable to extremely low-income households, the City shall continue to seek and pursue state and federal funds annually, or as funding becomes available; and grant priority to projects that include units affordable to extremely low-income households. Timing: Seek funding annually to assist extremely low-income households. Responsibility: City Manager Funding: General Fund	Progress: The City has researched the area for non-profit housing developers: however, the City has not found any that are considering the development of SROs in Mt. Shasta at this time. The City will continue to monitor this situation and support development of units affordable to extremely low income households. Effectiveness: The City reviews grant programs and notice of funding availability, however there is limited staff to evaluate when funding is applicable and to be able to apply for and implement programs.	Continue and modify per Program HO-5.1.4.
Program HO-3.5.1 : At the time of adoption of any new mitigation fees, the City shall consider the housing needs of low- and moderate- income households. Provisions shall be included for potential fee reductions or other cost reductions for projects where 25 percent or more of the	Progress: The City has adopted new mitigation fees during this Housing Element planning period.	

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
housing would be dedicated to low- and moderate-income persons when a covenant is signed assuring continued use by low- and moderate-income households. Timing: Continually Responsibility: City Council Funding: General Fund	Effectiveness: The City has received limited proposals for low- and moderate- income housing. Fee reductions were considered.	
Program HO-3.5.2: The City will continue to review its planning, permitting and environmental review programs to identify potential constraints to housing development and means by which those constraints may be reduced. Timing: Annually Responsibility: City Manager Funding: General Fund	Progress: Due to limited resources and staffing changes, the City was unable to complete amendments to the Mt. Shasta Municipal Code in the 5 th cycle. Effectiveness: The City has identified potential constraints in its permitting and environmental review programs and proposes amendments to the Mt. Shasta Municipal Code to comply with current State law and reduce potential constraints.	Deleted. The 2023-2031 Housing Element includes numerous programs, many of which are mandated by State law, that commit the City to specific regulatory and procedural changes for the purpose to remove procedural and regulatory that constrain housing production: see Programs HO-2.3.1 through HO-2.3.9.
Program HO-3.5.3: Pursuant to Government Code Section 65589.7, the City will develop specific procedures to grant priority sewer and water service to those residential developments that include units affordable to lower income households. Timing: 2015 Responsibility: City Manager Funding: General Fund	Progress: The City prioritizes qualifying projects. Effectiveness: The City's existing procedures prioritize service connections for qualifying projects.	Continue and modify per Program HO-1.3.3 that commits the City to establishing written policies and procedures in compliance with GC 65589.7.
Program HO-3.5.4 : The City will monitor the development of new single family and multifamily housing by qualified developers and determine whether the City's development impact fees and conditional use permit	Progress: Due to limited development, resources, and staffing changes, the City has limited data compiled about this.	The monitoring of fees component of the Program is embodied in Program HO-2.3.3.

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
requirements create an unjustified constraint to affordable housing development. Timing: Annually Responsibility: City Council Funding: General Fund	Effectiveness: As part of this update the City will compile and review this information to determine if impact fees are a constraint to housing development and will continue to monitor annually.	The monitoring of conditional use permit requirements aspect of the Program is deleted. The 2023-2031 Housing Element includes numerous programs, many of which are mandated by State law, that commit the City to specific regulatory and procedural changes for the purpose to remove procedural and regulatory requirements that constrain housing production: see Programs HO-2.3.1 through HO-2.3.9.
Program HO-4.1.1: The City shall continue to support efforts of non-profit organizations, such as the Great Northern Corporation, who undertake rehabilitation programs and apply for State and Federal funds for rehabilitation programs. Timing: Ongoing Responsibility: City Manager Funding: General Fund	Progress: The City continues to support the efforts of organizations that operate rehabilitation programs. Effectiveness: The City has researched non-profit organizations and will continue to identify rehabilitation programs and housing providers.	, -
Program HO-4.1.2: The City shall use the code enforcement program as a means of keeping track of the condition of the housing stock. This, along with periodic review by Planning Commission and City Council of residential areas needing improvements, could identify needed code enforcement action, necessary improvements to City infrastructure, and/or the opportunity to obtain financing for improvements. Timing: Continually	Progress: As the City becomes aware of issues needing attention, they are addressed. The City has taken action on violations related to health and safety issues on a case-by-case complaint basis. Effectiveness: The City has limited funding and staffing for code enforcement and it is	Discontinued and replaced by Program HO-3.1.1. This is a comprehensive program that commits the City to preparing a Housing Conditions Survey; providing free guidance and technical assistance to homeowners who wish to repair and improve the habitability and weatherization of

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
Responsibility: City Manager Funding: General Fund	largely complaint driven; issues are addressed on a case-by-case basis.	existing housing; developing an Owner-Occupied Rehabilitation (OOR) program and seeking funding; supporting organizations that offer zero and \$0 cost rehab and weatherization; and encouraging agencies and non-profits that promote homeowner maintenance and improvement of self-help skills.
Program HO-4.1.3: As information becomes available, the City shall notify or cooperate in notification of owners of homes in need of rehabilitation or weatherization about programs that could help meet rehabilitation needs. The City shall continue to offer free guidance and technical assistance through the Building Department to homeowners who wish to repair and improve existing housing. The City will encourage and, as appropriate, participate in the activities of other agencies promoting homeowner maintenance and improvement self-help skills. Timing: On-going as opportunities are recognized. Responsibility: City Manager Funding: General Fund	Progress: The City continues to provide rehabilitation resources and guidance to homeowners upon request. Effectiveness: The City has received requests and provided guidance/ technical assistance to homeowners.	Continue and modify as per Program HO-3.1.1 described above.
Program HO-4.2.1 : The City shall maintain a list of non-profit organizations interested in the retention and construction of affordable housing and entities qualified and interested in participating in the offer of Opportunity to Purchase and Right of First Refusal, and meet with and assist organizations desiring to maintain affordable housing in the city. The City shall also respond to the property owner on any Federal or	Progress: The City continues to maintain a list of non-profit organizations interested in affordable housing construction and meets with organizations upon request. Effectiveness: Due to lack of application/permit activity, there have been limited opportunities to implement this program.	Continue as Program HO-3.3.2.

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
State notices including Notice of Intent or Opt-Out Notices on local projects. Timing: As needed upon receipt of notices. Responsibility: Planning Department Funding: General Fund		
Program HO-4.2.2: The City shall continue to monitor "at-risk" subsidized housing when subsidies are within 10 years of expiring (California Government Code Section 65583). The City shall publicize existing State and Federal notice requirements to nonprofit developers and property owners of at-risk housing. The City shall also assist in the search for gap funding for "at risk" projects that may decide to pay off existing assisted loans during the course of the planning period, including but not limited to CDBG and California Housing Finance Agency funds. Timing: As needed upon receipt of notices. Responsibility: City Manager Funding: General Fund	Progress: The City continues to monitor "at-risk" subsidized housing and has reached out to property owners of at-risk housing in the past year. Effectiveness: This program appears effective.	Continue and modify as per Program HO-3.3.1. To minimize the conversion risk of the Pres. George Washington Manor I and Manor II, assisted housing developments, no later than July 30, 2027, the City shall engage the property owners and property managers of these properties. The City shall take actions to retain these units as affordable to lower income households.
Program HO-4.2.3: The City shall consider adopting a condominium conversion ordinance that would limit the ability to convert from rental units to condominium units, taking into account the impact of the conversion on the availability of rental units. City staff shall conduct an analysis of the potential impacts of condominium conversions on the availability of rental housing, study options for a condominium conversion ordinance, and present the analysis and options to the City Council to consider adoption of an ordinance. Timing: Ordinance to be considered in 2016 Responsibility: Planning Department, City Manager Funding: General Fund	Progress: The City has not adopted a condominium conversion ordinance. Effectiveness: It appears this program may not be effective and may no longer be needed.	Continue and modify as Program HO-3.4.2, but remove program if not effective during the 6 th cycle.

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
Program HO 5.1.1: The City shall partner with area social services agencies and non-profit organizations to assess the need for supportive housing types for seniors, people with disabilities (including developmental disabilities), extremely low-income residents, and the homeless, and identify funding sources to develop needed services in the city. Timing: Continually Responsibility: City Manager Funding: General Fund	Progress: Ongoing; the City continues to implement the Uniform Building Code requirements for housing that is accessible for persons with disabilities. Effectiveness: The City has researched area for non-profit housing developers and will continue to identify housing providers and opportunities.	Continue and modify per Program HO-4.3.1(6).
Program HO-5.1.2: The City shall support the development of low-cost child care facilities and job training programs in the city to encourage female householders to enter the job market. The City shall meet with the child care council on an annual basis to review possible childcare needs of the community. Timing: Annually Responsibility: Planning Department Funding: General Fund	Progress: The City will continue to assess childcare needs of the community. Effectiveness: There have been few opportunities to implement this program.	Continue and modify per Program HO-5.1.3.
Program HO-5.4.1: The City shall support agencies and organizations serving the homeless by annually updating referral information on local homeless agencies. Timing: Annually Responsibility: City Manager Funding: General Fund	Progress: Ongoing Effectiveness: The City delegated its PLHA formula allocation to Siskiyou County. The funds are to be used for a project to provide services and shelter for persons experiencing homelessness.	Continue and modify per Program HO-4.3.1(3).
Program HO-5.4.2 : The City shall assist appropriate public and/or non-profit entities as feasible to develop a shelter for homeless persons in the city by pursuing grant opportunities and providing technical assistance in grant applications for State and Federal funding.	Progress: Ongoing Effectiveness: The City delegated its PLHA formula allocation to Siskiyou County. The funds are to be used for a project to	Continue and modify per Program HO-4.3.1(2).

6th Cycle Housing Element City of Mt. Shasta

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
Timing: When requested Responsibility: City Manager Funding: CDBG, ESG, or other grant funds	provide services and shelter for persons experiencing homelessness.	
Program HO-6.1.1: The City shall support Pacific Power and Great Northern Corporation's energy audit and weatherization programs, and provide referrals and participate in informing households that would potentially benefit from these programs as appropriate. The City shall facilitate the weatherization of an average of 10 homes per year during the planning period by providing information on currently available weatherization and energy conservation programs to residents of the City. The City shall have information available for the public at the front counter at City Hall and will distribute related information when appropriate, including distribution through the mail. Timing: Ongoing Responsibility: Building Department Funding: Private and government funds	Progress: The City disseminates information on energy conservation programs. Although one local weatherization program has been discontinued, the City wants to keep and/or find a replacement program. Additionally, the County air pollution control district has an existing program for reduced-cost, efficient wood burning stoves and provides low cost vouchers for wood (with funding every couple years). Effectiveness: This program appears effective and will be continued.	Continue as modified as Program HO-6.1.2.
Program HO-6.1.2: The City shall continue to enforce State requirements, including Title 24 of the California Code of Regulations, for energy conservation in new residential projects and encourage residential developers to employ additional energy conservation measures for the siting of buildings, landscaping, and solar access through development standards contained in the Zoning Ordinance, Building Code, and Specific Plans, as appropriate. Timing: Continually Responsibility: Planning Department, Building Department Funding: General Fund	Progress: The City requires compliance with the Zoning Ordinance and California Building Code, including Title 24, to ensure energy conservation in new residential projects. Effectiveness: All new units must comply with Title 24.	

6th Cycle Housing Element City of Mt. Shasta

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
Program HO-7.1.1: The City shall support designated regulatory agencies in the prevention and correction of any reported discrimination in housing. Timing: Continually Responsibility: City Manager Funding: General Fund	Progress: Posters from the California Department of Fair Employment and Housing have been posted at City Hall to assist those with discrimination complaints. As complaints are received, individuals are directed to the appropriate agency. Although there have been no formal complaints filed with the City, the City is periodically contacted about renter and tenants' rights and provides information as applicable. Effectiveness: This program appears effective as residents contact the City with questions.	Continue as part of Program HO-7.1.1, the AFFH action plan.
Program HO-7.1.2: City staff shall refer all complaints regarding housing discrimination of any kind to the State Department of Fair Employment and Housing. The City shall monitor such complaints by checking with the affected agency and the complainant, and consider the need for future action if a trend develops, or if the complaint is not resolved. Timing: Continually as complaints are received. Responsibility: City Manager Funding: General Fund	Progress: Posters from the California Department of Fair Employment and Housing have been posted at City Hall to assist those with discrimination complaints. As complaints are received, individuals are directed to the appropriate agency. Although there have been no formal complaints filed with the City, the City is periodically contacted about renter and tenants' rights and provides information as applicable. Effectiveness: This program appears effective as residents contact the City with questions.	Continue as part of Program HO-7.1.1, the AFFH action plan.
Program HO-7.1.3 : The City shall provide information concerning discrimination compliant procedures to the public at social service centers,	Progress: Posters from the California Department of Fair Employment and Hous	Continue as part of Program HO-7.1.1, the AFFH action plan.

6th Cycle Housing Element City of Mt. Shasta

Implementation Program	Progress/Effectiveness	Applicability in the 2023-2031 Housing Element
the senior center, City Hall, the library, housing projects participating in HUD Housing Choice Voucher Section 8 Programs, and other semi- public places. The information will provide locations and phone numbers of agencies to contact for assistance. This outreach effort will be made to include groups likely to experience discrimination in housing including minority, elderly, handicapped, and lower-income households. Timing: Continually Responsibility: City Manager Funding: General Fund	ing have been posted at City Hall to assist those with discrimination complaints. As complaints are received, individuals are directed to the appropriate agency. Although there have been no formal complaints filed with the City, the City is periodically contacted about renter and tenants' rights and provides information as applicable. Effectiveness: This program appears effective as residents contact the City with questions.	
Overall effectiveness of the 5 th cycle's goals, policies, and related actions in meeting the housing needs of special needs populations (e.g., elderly, persons with disabilities, large households, female-headed households, farmworkers, and persons experiencing homelessness).	The City processed a 2512-unit affordable housing project on Carmen Dr. that included 3 affordable units and is working with the developer of another proposed 25-unit affordable housing project on Chestnut St. The City did not have the staff or other resources available to consistently implement programs that specifically target special needs populations.	ment, the City is committed to help fund the implementation of Housing Element programs including programs that address the housing of special needs pop-

DATE: May 22, 2023

TO: Mayor Clure and City Council

FROM: Finance Director Terrell

SUBJECT: 2023-2024 Proposed Operating Budget General Fund

RECOMMENDATION:

We respectfully request your review and discuss the Proposed Operating Budget General Fund for fiscal year 2023-2024.

BACKGROUND:

General Fund:

Our City relies heavily on Sales Tax and Transient Occupancy Taxes (TOT) they represent about fifty percent (50%) of our general fund revenues. As represented below TOT was way down in FY 19/20 but is on track to bypass pre pandemic amounts as is Sales Tax.

Pre-COVID actual 2018-2019	TOT	\$821,454	Sales Tax	\$1,260,633
Actual 2019-2020	TOT	\$727,545	Sales Tax	\$1,287,491
Actual 2020-2021	TOT	\$1,037,318	Sales Tax	\$1,523,959
Actual 2021-2022	TOT	\$1,186,841	Sales Tax	\$1,665,866
Budgeted 2022-2023	TOT	\$1,224,000	Sales Tax	\$1,680,000
Budgeted 2023-2024	TOT	\$1,224,000	Sales Tax	\$1,724,000

For fiscal year 2023-2024 General Fund revenues are estimated at \$6.014 million, which is approximately \$300,000 higher than the 2022-2023 budget. There is one main reason for this change. The Prop 64 funding for the next year is \$672,682 because of the successful grant application continuing the Code Enforcement Officer a Police Officer and an additional Task Force Officer and funding for \$200,000 for the Computer Aided Dispatch and Records program and is recognized as an expense in the Dispatchers Department.

In determining expenditures for the General Fund, we start with employee and benefit costs as a starting point. The authorized positions worksheet is included as required part of developing the budget and incudes the increases already approved by Council as part of union negotiations. There is an additional Police Officer and Fire Fighter that are anticipated to be funded through grants. Each department head then developed all other costs within their departments using historical data. The majority of the deficits for the current fiscal year and the proposed budget is due to the increases in salaries that council approved mid-year 2022-2023 which was retroactive to July 1, 2022. This continues into the 2023-2024 proposed budget presented here.

The transfer from Gas Tax for Snow Removal is anticipated to be about \$100,000, which is much higher than the previous year due to the snow season we had this year. We expect the administrative cost allocation to be in the \$300,000 range. In total General Fund expenditures are projected at \$6.490 million.

This budget includes the \$75,000 transfer out of the General Fund to be set aside for the Equipment Replacement Fund.

The General Fund is projected to have a carryover of around \$1.465 million. This creates a reserve of about 16.54% for the 2024-2025 fiscal year.

City of Mt. Shasta Proposed Operating Budget 2022-2023

City of Mt. Shasta	Final	Mid Year	Mid Year		April		
FUND ACCOUNT GROUP	Budget 022-2023	Budget Adjustment	Budget Amounts 2022-2023	2	Actual 022-2023	Proposed 023-2024	Year to Date Percent of budget
GENERAL FUND Beginning Fund Balance (July 1) Carryover	1,905,001		1,905,001		1,905,001	1,465,000	
Revenues							
Taxes	\$ 4,070,265	100,300	4,170,565	\$	3,054,624	\$ 4,281,800	
Franchises	\$ 90,100		90,100	\$	78,215	\$ 88,000	
Federal Grants	\$ 35,000		35,000	\$	27,585	\$ 77,000	
State Subventions and Grants	\$ 591,825	(100,000)	491,825	\$	118,333	\$ 730,182	Prop 64 Grant 672,682
Fines and Forfeitures	\$ 6,600		6,600	\$	6,869	\$ 9,000	
Interest and Rental Revenues	\$ 650		650	\$	191	\$ 1,150	
Permits and Licenses	\$ 32,500	20,000	52,500	\$	96,132	\$ 107,500	
Current Service Charges	\$ 14,100	2,500	16,600	\$	34,727	\$ 32,350	
Other Miscellaneous Revenues	\$ 245,100		245,100	\$	196,309	\$ 203,664	
Administrative Allocation	\$ 388,000		388,000	\$	311,549	\$ 313,000	
Transfers In	\$ 110,000		110,000	\$	37,500	\$ 170,000	
Total General Fund Revenues	5,584,140	22,800	5,606,940		3,962,034	6,013,646	70.66%

City of Mt. Shasta	,	Final	Mid Year	Mid Year		April			
FUND	B	ludget	Budget	Budget		Actual		oposed	Year to Date
ACCOUNT GROUP		22-2023	Adjustment	Amounts	2	022-2023	20	23-2024	Percent of budget
Expenditures			•						
						April 2023			
Legislative						Actuals			
City Council	\$	14,330		14,330	\$	12,006	\$	14,412	
Salaries and Benefits	\$	2,000	1,100	3,100	\$	3,301	\$	2,000	
Employee Related Costs			2,100	31,450	\$	26,238	\$	24,250	
Facilities Expenses	\$	31,450	(00	,	\$		\$	10,201	
Miscellaneous Expenses	\$	1,500	600		ψ	45,082	Ψ	50,863	88.43%
Total City Council		49,280	1,700	50,980		,			00:10 /0
Total Legislative		49,280	1,700	50,980		45,082		50,863	
Administration and Finance									
City Manager/Administration									
Salaries and Benefits	\$	251,839	26,345	278,184	\$	208,897	\$	279,069	
Employee Related Costs	\$	3,000	1,200	4,200	\$	7,200	\$	2,900	
	\$	2,300	,	2,300	\$	2,194	\$	2,930	
Facilities Expenses	\$	2,500		-,	\$		\$		
Services-Personal and Professional		300		300	\$	124	\$	100	
Miscellaneous Expenses	\$		27,545	284,984	ψ,	218,415		284,999	76.64%
Total City Manager/Administration		257,439	27,343	404,704		210,415		20.,,,,,	
City Clerk		0		1 (70	ø	861	Ф	1,679	
Salaries and Benefits		1,679		1,679				-	
Employee Related Costs		500	5,000	5,500	\$	6,127	\$	1,320	
Services-Personal and Professional		5,800		5,800	\$	3,804	\$	23,000	
Insurance, Licenses, and Taxes		50		50	\$		\$	50	02.020/
Total City Clerk		8,029	5,000	13,029		10,792		26,049	82.83%
Finance									
Salaries and Benefits	\$	369,328	40,853	410,181	\$	356,210	\$	446,239	
Employee Related Costs	\$	2,385	400	2,785	\$	3,734	\$	2,385	
Services-Personal and Professional	\$	62,350	` -	62,350	\$	81,545	\$	69,850	
Insurance, Licenses, and Taxes	\$	50,000	(35,000)		\$		\$	8,000	
	\$	21,880	(55,000)	21,880	\$		\$	22,480	
Facilities Expenses	\$	21,500			\$	· -	\$	-	
Maintenance and Repairs		22.000		22,000	\$	19,414	\$	18,000	ı
Materials and Supplies	\$	22,000			\$		\$	4,937	
Debt Service	\$	-	+	-	Ф \$		\$	-4,551	
Capital Outlay	\$	*			ф		Ф		91,15%
Total Finance		527,943	6,253	534,196		486,921		571,891	91,1576
Management Information Systems									
Employee Related Costs	\$	-	-	-	\$		\$	** **	A + 6 4 4
Services-Personal and Professional	\$	35,000	20,000					68,000	
Insurance, Licenses, and Taxes	\$	10,000		10,000	\$	8,552	\$	25,200)
Maintenance and Repairs				-	\$	-	\$	-	
Materials and Supplies	\$	5,000		5,000	\$	-	\$	-	
Capital Outlay	\$	-,		_	\$		\$	-	
Total Data Processing / Information Systems	_	50,000	20,000	70,000		57,807		93,20	82.58%
City-Wide Insurance	æ	z 000		5,000	4	2,983	\$	3,00)
Employee Related Costs	\$							298,14	
Insurance, Licenses, and Taxes	\$					202,441		301,14	
Total Insurance		254,000	17,650	271,650	1	4U4,44 I		301,14	; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ; ;
City Attorney								<i>(</i>	0
Services-Personal and Professional		61,000						65,00	
Total City Attorney		61,000	4,000	65,000	1	62,113	5	65,00	95.56%
Total Administration and Finance		1,158,411	80,448	1,238,859)	1,038,489)	1,342,28	6 83.83%

City of Mt. Shasta Proposed Operating Budget 2022-2023

City	of Mt. Shasta		TP 1	Mid Year	Mid Year		April			
			Final				Actual	ĭ	Proposed	Year to Date
FUND	. GCOADITE CO OUD		Budget	Budget	Budget Amounts	2	022-2023		023-2024	Percent of budget
	ACCOUNT GROUP	20	22-2023	Adjustment	Amounts	2	UZ4-202J	- 4	023-20A1	1 of cent of mager
	ic Safety- Police and Fire									
Pe	olice Department	Φ	0/1 279	200 000	1,161,278	\$	969,088	\$	1,109,573	
	Salaries and Benefits	\$	961,278	200,000		Ф \$	17,457	\$	25,500	
	Employee Related Costs	\$	20,330	10.000	20,330 35,000	\$		\$	43,500	
	Services-Personal and Professional	\$	25,000	10,000	•	э \$	9,201	\$	12,150	
	Facilities Expenses	\$	15,650	10 100	15,650	\$	71,159	\$	84,400	
	Maintenance and Repairs	\$	68,000	10,400	78,400			\$	31,750	
	Materials and Supplies	\$	11,250		11,250	\$	7,818	\$	1,150	
	Debt Service	\$	-	-		\$		\$	6,000	
	Miscellaneous Expenses	\$	6,000		6,000	\$	14,889			
	Capital Outlay				-	\$	1 120 200	\$	94,667	85,28%
T	otal Police Department		1,107,508	220,400	1,327,908		1,132,388		1,408,690	#3,28 70
D	ispatch			40 < 44	(21.268	m.	260.042	dr.	435,132	
	Salaries and Benefits	\$	412,713	18,655	431,368	\$	369,042	\$	4,750	•
	Employee Related Costs	\$	8,250		8,250	\$	4,247		-	
	Services-Personal and Professional	\$	-			\$	7 127	\$	8,500	
	Materials and Supplies	\$	6,100	1,100	7,200	\$	7,137	\$	6,000	Dron 64
	Capital Outlay	_\$_	-		*	\$	200 /2/	\$	200,000	Prop 64 85.14%
Т	otal Dispatch		427,063	19,755	446,818		380,426		654,382	85.14 70
C	Code Enforcement						61.021	•	00 455	
	Salaries and Benefits	\$	66,792	12,043	78,835		64,931		80,455	
	Employee Related Costs	\$	580	1,420	2,000	\$	1,927	\$	1,480	
	Services-Personal and Professional	\$	121,500		121,500	\$	3,336	\$	196,812	*
	Facilities Expenses	\$	500	500	1,000	\$	1,160	\$	1,500	
	Maintenance and Repairs	\$	7,050		7,050	\$	2,971	\$	6,450	
	Material and Supplies	\$	450		450	\$	322		300	
	Supplies & Miscellaneous Expenses	\$	100		100	\$	913	\$	12,500	
	Capital Outlay	\$				\$		\$	12,000	
7	Total Animal Control		196,972	13,963	210,935		75,560		311,497	35.82%
I	Fire Department								000 460	
	Salaries and Benefits	\$	794,531	26,341	820,872		697,922			
	Employee Related Costs	\$	19,985		19,985				17,335	•
	Professional Services	\$	-	19,000	19,000				-	
	Insurance, Licenses, and Taxes	\$	8,400	2,500	10,900				•	
	Facilities Expenses	\$	7,600		7,600					
	Maintenance and Repairs	\$	37,700	20,000						
	Materials and Supplies	\$	13,500	4,000	-					
	Miscellaneous Expenses	\$	1,000		1,000)
	Capital Outlay	\$	-		-	\$				
•	l'otal Fire Department	,	882,716	71,841	954,557		777,774		981,404	81.48%
Tot	ial Police and Fire Safety		2,614,259	325,959	2,940,218		2,366,148		3,355,973	80.48%

•		Final Budget	Mid Year Budget	Mid Year Budget		April Actual	P	roposed	Year to Date
ACCOUNT GROUP		22-2023	Adjustment	Amounts		022-2023		•	Percent of budget
Buildings and Operations			· ,						
Non-Departmental									
Salaries and Benefits	\$	193,420	22,000	215,420	\$	219,862	\$	228,690	PERS unfunded liability
Employee Related Costs	\$	6,250	,		\$	-	\$		
Services-Personal and Professional	\$	77,000	(71,000)	,	\$	1,787	\$	_	
Insurance, Licenses, and Taxes	\$	4,500	7,500		\$	11,975	\$	1,325	
	\$	4,300	1,000		\$		\$	100	
Materials and Supplies	Φ	65,228		65,228	Ψ	65,226	*	77,378	
Debt Service	4D			•	\$	55,500	\$	75,000	
Transfers out	\$	93,000 443,698	(41,500)	402,198	Φ	354,769	Ψ	382,493	88.21%
Total Non-Departmental		445,070	(11,500)	102,120		201,112			
Planning and Zoning				,	4			120 110	
Salaries and Benefits	\$	107,279	(71,555)	35,724		6,798		130,118	
Employee Related Costs	\$	10,950			\$	4,605	\$	2,200	
Services-Personal and Professional	\$	307,000	(100,000)	207,000	\$	212,345	\$	124,500	
Facilities Expense	\$	15,000		15,000	\$	11,605	\$	15,000	
Materials and Supplies	\$	4,000		4,000	\$	3,419	\$	4,000	
Miscellaneous Expenses	\$	-		-	\$		\$		
Total Planning	<u> </u>	444,229	(171,555)	272,674		238,772		275,818	87.57%
Community Promotion and Visitors									
Salaries and Benefits	\$	10,538	4,831	15,369	\$	17,618	\$	12,587	
Grounds Maintenance	\$	14,200	·	14,200	\$	11,251	\$	14,200	
Materials and Supplies	\$	500		500	\$	563	\$	-	
Miscellaneous Expenses	\$	97,000	26,100	123,100	\$	103,343	\$	112,600	
Transfers out	\$	<i>>1,000</i>	20,200	,	\$, <u> </u>	\$,	
	\$				\$	-	\$	-	
Capital Outlay Total Community Promotion	Ψ_	122,238	30,931	153,169		132,775	<u> </u>	139,387	86.69%
Public Works Administration				128 208	d)	00.594	en en	157 154	
Salaries and Benefits	\$	137,397		137,397	\$	89,584	\$	157,154	
Employee Related Costs	\$	2,800		2,800	\$	1,615		1,500	
Services-Personal and Professional	\$	1,000	5,000	6,000	\$	23,459	\$	6,000	
Facilities Expenses	\$	3,000		3,000	\$	2,636	\$	3,000	
Maintenance and Repairs	\$	400		400	\$	1,067	\$	35€	
Materials and Supplies	\$	100		100	\$		\$	100	
Total Public Works Administration		144,697	5,000	149,697		118,361		168,104	79.07%
Building & Safety Inspection									
Salaries and Benefits	\$	_	pas.	-	\$	-	\$	-	
Employee Related Costs	\$	200	M	200	\$		\$	-	
Services-Personal and Professional	\$	48,000	15,000	63,000	\$	45,660	\$	60,000)
Facilities Expenses	\$	400	-	400	\$	319	\$	425	5
Maintenance and Repairs	\$	-	_	het.	\$	_	\$	•	
Materials and Supplies	\$	-	500	500	\$	1,000	\$		
Total Building Inspection		48,600	15,500	64,100	····	46,979		60,425	73.29%
Community Duthlibran			/						
Government Buildings	at ·	12 000	4,019	16,899	\$	22,423	\$	15,384	4
Salaries and Benefits	\$	12,880	4,019	10,033	э \$	22,72J -	Ψ	10,00	•
Services-Personal and Professional	\$	- 00.000		20.000		21.562	\$	30,000	า
Facilities Expenses	\$	20,000		20,000	\$	21,562			
Maintenance and Repairs	\$	25,100		25,100	\$	15,628		25,10	
Materials and Supplies	\$	400		400	\$	73		150	
Miscellaneous Expenses	\$	-		-	\$	96		36	U
Capital Outlay				-	\$		\$		
Total Government Buildings		58,380	4,019	62,399		59,782		70,99	95.81%

City of Mt. Shasta Proposed Operating Budget 2022-2023

City of Mt. Shasta									
			Mid Year	Mid Year		April	_		*
)		Budget	Budget	Budget		Actual		roposed	Year to Date
ACCOUNT GROUP	20	022-2023 A	djustment	Amounts	20	022-2023	20	123-2024	Percent of budget
Public Works Department									
Central Garage				00.140	Φ.	CT 006	ф	00.600	
Salaries and Benefits	\$	84,326	15,102	•	\$		\$	99,680	
Employee Related Costs	\$	1,350	*	1,350	\$		\$	600	
Insurance, Licenses, and Taxes	\$	500		500	\$		\$	475	
Facilities Expenses	\$	8,600		8,600	\$,	\$	8,580	
Maintenance and Repairs	\$	19,800		19,800	\$		\$	26,500	
Materials and Supplies	\$	11,400		11,400	\$		\$	12,700	
Miscellaneous Expenses	\$)Ae		-	\$	-	\$	-	
Capital Outlay	_\$_			-	\$	-	\$	140 525	77 728/
Total Central Garage		125,976	15,102	141,078		109,663		148,535	77.73%
Streets and Roadways									
Salaries and Benefits	\$	183,244	55,442	238,686	\$	139,094	\$	216,790	
Employee Related Costs	\$	500		500	\$	-	\$	-	
Services-Personal and Professional	\$	-		-	\$	-	\$	-	
Maintenance and Repairs	\$	75,000		75,000	\$	49,949	\$	65,000	
Materials and Supplies	\$	12,600		12,600	\$	1,140	\$	2,800	
Total Streets		271,344	55,442	326,786		190,183		284,590	58.20%
Stunete Laudgeans Maintenance									
Streets - Landscape Maintenance Salaries and Benefits	\$	10,778	2,215	12,993	\$	1,735	\$	12,764	
	\$	10,776	2,213	12,770	\$	-	\$		
Employee Related Costs Services-Personal and Professional	\$	•		_	\$	_	\$	_	
	\$ \$	1,100		1,100	\$	32	\$	200	
Materials and Supplies	<u> </u>	11,878	2,215	14,093	ф	1,767	φ	12,964	
Total Streets - Landscape Maintenauce		11,070	2,213	14,075		1,707		12,701	140770
Street Cleaning					_				
Salaries and Benefits	\$	21,558	5,137		\$	16,017	\$	25,525	
Maintenance and Repairs	\$	18,000		18,000	\$	7,552	\$	13,000	
Materials and Supplies	\$	_		P4	\$	-	\$_		
Total Street Cleaning		39,558	5,137	44,695		23,569		38,525	52.73%
Traffic Safety									
Salaries and Benefits	\$	23,419	10,965	34,384	\$	9,735	\$	27,972	
Facilities Expenses	\$	18,000		18,000	\$	10,840	\$	16,500	
Maintenance and Repairs	\$	17,500		17,500	\$	9,529	\$	13,500	ł –
Materials and Supplies	\$	1,000		1,000	\$	20	\$	500	l
Capital Outlay	\$	-		-	\$	м	\$	_	
Total Traffic Safety	, <u>,</u>	59,919	10,965	70,884		30,124		58,472	42.50%
Snow Removal									
Salaries and Benefits	\$	46,836	9,782	56,618	\$	119,006	\$	55,943	1
Employee Related Costs	\$		•	500	\$	839	\$	600	
Maintenance and Repairs	\$			34,000	\$	57,234	\$	20,000)
Materials and Supplies	\$			23,200	\$	45,668	\$	23,700	
Capital Outlay	\$				\$	-	\$		
Total Snow Removal		104,536	9,782	114,318		222,747		100,243	194.85%
Total Public Works Department		613,211	98,643	711,854		578,053		643,329	81.20%
Transfer out									
Total General Fund Expenditures		5,697,003	349,145	6,046,148		4,979,210		6,489,672	2 82.35%
Net Revenues / (Expenses)	Conti	(112,863) ngency Reserv	(326,345) /e	(439,208)		(1,017,176)		(476,020	5)
		1,792,138	(326,345)	1,465,793		887,825		988,974	1
Ending General Fund Balance (June 30) Rese	TIYES	141/24133	(340,343)	1,403,723		001,043		700,77	

7.5% 20 yr 8,701 8,701 8,701 10,750 8,701 8,701 6,730 5,768 6,249 5,442 5,926 5,841 4,854 5,531 4,567 Longevity 5.0% 15 yr 5,040 5,315 5,705 8,499 8,499 8,499 10,500 8,499 8,499 6,574 6,738 5,634 6,103 5,403 4,741 5,789 4,461 2.5% 10 yr 8,296 8,296 8,296 10,250 8,296 8,296 6,417 6,578 5,500 4,920 5,958 4,355 5,189 5,570 5,651 5,274 4,629 ## + ## + 4,249 21.09 22.14 6,261 6,418 5,813 5,062 5,366 5,501 5,146 5,434 4,516 5,513 4,800 8,094 8,094 8,094 10,000 8,094 8,094 After 4 years 222222 ೭ 2 2 2 2 2 2 2 2 22 2 Longevity 2.5% 3 yr 6,119 6,272 5,244 5,375 5,680 5,029 4,152 5,969 6,119 5,116 5,244 D 7,910 7,910 7,910 9,773 7,910 7,910 5,388 5,542 4,906 5,311 4 413 4,691 4,051 4,947 (A 12 month 1-Step Position) per hour without benefits per hour without benefits C 7,726 7,726 7,726 9,546 7,726 7,726 5,831 5,976 4,997 5,122 5,263 4,582 5,413 4,792 3,956 4,832 5,187 4,310 Monthly Salary Range B 7,542 7,542 7,542 7,542 7,542 7,542 5,692 5,834 4,878 5,000 4.473 5,284 4,678 3,862 4,717 4,208 5,064 5,137 4,759 4,878 4,326 24.96 22.96 3,768 Hourly A 7,358 7,358 7,358 9,091 7,358 7,358 4,940 4,105 Contract 5,012 5,553 5,155 4,602 4,364 4,564 As needed-limited to 500 hrs/FY As eamed from 2 Sergeants Limited to 560 hrs or 14 wks As needed from 6 Officers As eamed from 6 Officers **Authorized Positions** CITY OF MT. SHASTA AUTHORIZED POSITIONS 2023-2024 the only change from 2023-24 is an increase for fire Position Title Communications Dispatcher Communications Dispatcher-On Call Director of Finance Director of Public Works Director of Public Works with PE Probationary Police Officer Police Dispatch Supervisor Community Service Officer Police Services Manager Reserve Police Officer Police Officer Recruit Fire Battalion Chief Planning Director Police Lieutenant Police Sergeant w/ Advanced w/ Advanced Police Officer City Manager Fire Captain Police Chief Firefighter Fire Chief

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Public Works Supervisor	L m	5,255	5,386	5,518	5,649	\$	5,781	5,926	6,070	6,215
Chief Plant Operator		5,652	5,793	5,935	6,076	2	6,217	6,372	6,528	6,683
Senior Maintenance Worker	2	4,463	4,575	4,686	4,798	ф	4,909	5,032	5,154	5,277
Wastewater Plant Operator II	·	4,364	4,473	4,582	4,691	₽	4,800	4,920	5,040	5,160
Maintenance Worker II	ŧΩ	4,065	4,167	4,268	4,370	ţ.	4,472	4,584	4,696	4,807
Senior Mechanic	1	4,364	4,473	4,582	4,691	t	4,800	4,920	5,040	5,160
Maintenance Worker I	As needed from Operators		(A 12 month 1-Step Position)	1-Step Pos	ition)					
Administrative Supervisor	ζ		5,284	5,413	5,542	\$	5,671	5,813	5,955	960'9
Accounting Assistant	2	3,966	4,065	4,164	4,263	\$	4,363	4,472	4,581	4,690
Office Assistant	4	3,371	3,455	3,540	3,624	\$	3,708	3,801	3,893	3,986
Deputy City Clerk	-	4,564	4,678	4,792	4,906	\$	5,020	5,146	5,271	5,397

CITY COUNCIL AGENDA ITEM #9

DATE: May 22, 2023

TO: Mayor and City Council

FROM: Director of Finance

SUBJECT: Establishment of Appropriations Limits for 2023-2024 Fiscal Year

RECOMMENDATION:

We respectfully request Council review the choice of inflation facts and calculation of the appropriations limit and adopt Resolution CCR-23-XX, A Resolution of the City Council of the City of Mt. Shasta Establishing an Appropriations Limit for Fiscal Year 2023-2024.

BACKGROUND:

The voters of the State of California amended the Constitution with Proposition 4 adding Article XIII B in the early 1980's to require cities to establish an absolute limit for appropriations from the proceeds of taxes during a fiscal year. This was primarily to prevent jurisdictions from circumventing the intent of Proposition 13 by using debt financing. This limit applies only to the proceeds of taxes and does not affect the utility enterprise funds that are supported by user fees and charges. The limit for the City is quite high -- in fact, more than double the City's General Fund revenues -- and is not likely to ever have an impact on operations, unless the City were to undertake an unusually large capital project in the General Fund or Gas Tax Funds.

The limit is based on a base year amount that is adjusted each year for population growth and inflation. The figures for population growth are provided by the State Department of Finance each year. Jurisdictions then have a choice of the measure of inflation that they use to calculate the limit. One measure is the statewide change in per capita personal income, which is also provided by the Department of Finance. The other measure is the growth in the assessment roll due to local nonresidential construction.

During the last year the population of Mt. Shasta increased slightly by 0.80% according to the Department of Finance estimates. The change in California per capita personal income was 0.7%.

We have not received the Siskiyou County Assessor's Office report for growth in assessed valuation of non-residential property over the last five years and the Assessor indicated that he believes that factor will be close to zero.

Historically the statewide growth in per capita income has been much larger than the growth in assessed valuation even when the calculation was somewhat inflated. Although the income numbers have slowed in the last few years, and there has been some perceptible increase in new business properties constructed or remodeled in the City, the assessed valuation figure continues to significantly lag the growth in statewide per capita income. Therefore, the income figure has been used to calculate the appropriations limit.

Using the growth in per capita income factor results in an allowable increase of the appropriations limit of 0.7% for the upcoming fiscal year. The calculated appropriations limit for 2023-2024 is \$10,317,913 which is well above the projected General Fund expenditures of \$6.2 million and Gas Tax expenditures of approximately \$0.

Staff has prepared a resolution for Council consideration making the choice to use the growth in per capita income as the measure of price change for calculating the appropriations limit and setting the appropriations limit as calculated at \$10,317,913.

ATTACHMENTS:

Calculations and Data Proposed Resolution

RESOLUTION CCR-23-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA ESTABLISHING AN APPROPRIATIONS LIMIT FOR FISCAL YEAR 2023-2024

WHEREAS, Article XIII-B of the California Constitution requires that an appropriations limit be established for all proceeds of taxes accruing to state or local governments each fiscal year; and

WHEREAS, Article XIII-B specifies that the appropriations limit may be increased by the growth in population, and either the growth in statewide per capita income or the growth in assessed value of non-residential property due to construction; and

WHEREAS, the City Council of the City of Mt. Shasta selects the percentage change in California per capita income of .7% as the cost-of-living factor to be used in calculating the appropriations limit; and

WHEREAS, the City of Mt. Shasta has had a population change of .8% by the California Department of Finance's estimate as of January 1, 2023; and

WHEREAS, the City of Mt. Shasta using these two factors has calculated the required appropriations limit for 2023-2024.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Mt. Shasta that the appropriations limit for all proceeds of taxes is established for fiscal year 2023-2024 at Ten Million three hundred seventeen thousand nine hundred thirteen dollars (\$10,317,913).

The foregoing Resolution was Approved and Adopted at a regular meeting of the City Council of the City of Mt. Shasta on the 22nd day of May 2023 by the following vote:

AYES: NOES: ABSENT: ABSTAIN:		
DATED:	May 22, 2023	
		CITY OF MT. SHASTA
ATTEST:		Tessa Clure, Mayor
Kathryn Joyce, D	Deputy City Clerk	

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APPROPRIATIONS	
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2023-2024

Growth in Non-Residential A.V. (As reported by Siskiyou County)

0.700%

GROWTH IN PER CAPITA PERSONAL INCOME

Change in Per Capita Income

GROWTH IN POPULATION

per Dept of Finance

0.000%

0.0000%

n/a

0.80%

per Dept of Finance

0.700%

10,246,190

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(Population Growth X Higher of Growth in A.V. or P.I.)

Allowable Growth in Appropriations

Population Growth

Prior Year Appropriation

10,317,913

2023-24

Allowable Appropriations Limit for Fiscal Year

updated 5/18/23 Mht

Mt. Shasta City Council Regular Meeting May 22, 2023

City Council Agenda Item # 10 Staff Report

Meeting Date: May 22, 2023

To: Mayor and City Council

From: Robert Gibson, Chief of Police

Subject: Amendment to City Municipal Code Section 10.44.0080 to prohibit

parking during certain hours at the Sisson Youth Baseball parking lot

Regular

Consent

Presentation

Closed

Recommendation:

Staff respectfully requests the City Council approve the first reading of CCO-23-XX, by title only, and move it to a second reading and adoption.

Background & Summary:

The parking lot located at the Sisson Youth Baseball park was intended to be utilized for short term parking for citizens to enjoy youth sports. Further, the parking lot has been designated as an authorized snow parking for the citizens of Mount Shasta. However, the parking area has seen a great increase in the number of long term parking and abandoned or inoporative vehicles. This increase has created a situation where there is not enough parking for parents and participants in youth sports to park during sporting events. The amendment would make the parking lot a time restricted area where there would be no parking allowed between the time of 10 P.M. and 6 A.M. daily. There are two exceptions to this time parking restriction including the use as a snow removal lot or with written permission of the City Manager or their designee.

Attachments:

Proposed Ordinance amending section 10.44.080

ORDINANCE CCO-23-XX

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF MT. SHASTA AMENDING SECTION 10.44.080 OF THE MT. SHASTA MUNICIPAL CODE

WHEREAS, pursuant to Chapter XI, Section 7, of the California Constitution, the City of Mt Shasta ("City") may make and enforce within its limits all local, police, sanitary, and other ordinances and regulations not in conflict with general laws; and

WHEREAS, the City Council of the City of Mount Shasta may make amendments to the Mount Shasta Municipal Code section 10.44 as set forth in Mount Shasta Municipal Code section 10.44.130; and

WHEREAS, the City Council of the City of Mount Shasta finds that due to numerous complaints of long term and abandoned vehicles at the Sisson Youth Baseball parking lot and the need to keep the parking lot available for use by citizens; and

WHEREAS, the City Council of the City of Mt. Shasta has determined that following changes to the Mount Shasta Municipal Code Section 10.44 parking prohibited or restricted.

NOW, THEREFORE, BE IT ORDAINED that the City Council of the City of Mt. Shasta does amend the Mt. Shasta Municipal Code Section 10.44.080 to read as follows:

10.44.080 Parking Restricted

- (O) Use of Public Streets or Public Parking Lots for Storage of Vehicles, Vessels or Trailers Prohibited
 - (5) Restricted Time Parking
 - (a) No parking between the hours of 10 pm and 6 am daily at the Sisson Youth Baseball ballpark parking area on the west side of Everett Memorial Highway between Washington Drive and Rockfellow Drive and east of Sisson Elementary School with the following exceptions:
 - 1. During time when the parking area is designated for snow removal as determined by the director of public works, typically from November 1st to April 30th
 - 2. With written permission from the City manager or their designee.

The	e foregoing (Ordinance	was adopte	ed at the i	regular m	eeting of the	he City (Council	of the	City of
Mt.	Shasta held	l on this X	X th day of	XX, 202	3 by the f	following v	ote:			

AYES:	
NOES: ABSENT:	
ABSTAIN:	
DATED:	

ATTEST:	CITY OF MT. SHASTA
Kathryn M. Joyce, Deputy City Clerk	Tessa Clure, Mayor
FORM APPROVED:	
John Sullivan Kenny, City Attorney	
CEI	RTIFICATION
6 6	Ordinance CCO-23-XX was introduced, by title only, Council on the XXth day of XX, 2023, and was iil on the XX day of XX, 2023.
Kathryn M. Joyce, Deputy City Clerk	